



Fall 2022 Fresno Program Coordinator Outdoor Educators Institute

Justice Outside advances racial justice and equity in the outdoor and environmental movement. We shift resources to, build power with, and center the voices and leadership of Black, Indigenous, and People of Color because the health of current and future generations demands it.

For nine years now, the Outdoor Educators Institute (OEI) has supported the next generation of culturally relevant outdoor educators through hands-on field training as well as in-class training. OEI strengthens leadership and outdoor technical skills of young adults ages 18-24 who have been historically underrepresented in the outdoor education field, and provides a path to employment in outdoor education and recreation upon completion of the program.

We are excited to be running THREE cohorts simultaneously this fall. As always we are working to be strategic with supporting all three cohorts. Specifically, we seek to hire a full time seasonal Program Coordinator to work with the Fall 2022 Fresno Cohort.

Working under the guidance of the Director of Programs, and working closely with the OEI Program Coordinator and the Program Associate, the Fresno OEI Program Coordinator will be responsible for both behind-the-scenes logistical coordination as well as in-person leadership and implementation during training experiences.

Responsibilities

include, but are not limited to:

Development (5%)

- Collect points of interest for program reports and potential funding opportunities by maintaining and providing relevant participant and program information
- Maintain records such as participant files, partner agency files, evaluations, etc. and report them to the Program Coordinator

Program Implementation (55%)

Planning

- Develop and implement program calendar alongside the OEI Program Coordinator
- Establish recruitment strategies utilizing:
 - Justice Outside, personal, and partner agency networks
 - Virtual and In person site visits and presentations
 - Web based outreach
 - Interview and select applicants
- Maintain an applicant waitlist; make recommendations for denied applicants
- Work with the OEI Program Coordinator and Director of Programs to develop and maintain the programmatic budget

Participant Support

- Provide orientation and logistical support throughout program
- Debrief and collect feedback on field experiences with participants
- Advocate for participants needs and safety during program days
- Collaborate with the Program Coordinator to build workshops relevant to the program goals and participant needs/wants
- Support participants by building and strengthening culturally relevant outdoor programming with partner organizations
- Report any medical or behavioral issues or concerns to Justice Outside
- Provide support and mentoring to participants as they participate in the program

Evaluation

- Create program evaluation tools to capture feedback and identify opportunities for program evolution
- Consolidate data and outcomes to generate reports for stakeholders

Partner Relations (20%)

- Support partner agencies by making programmatic recommendations regarding:
 - Issues of access
 - Curriculum content with a lens on cultural relevance and inclusion
- Serve as primary contact for, partner agencies regarding:
 - Scheduling and logistics
 - Participants medical / behavioral issues and needs
- Track and monitor program delivery and report back to the OEI Program Coordinator and partners
- Provide agreement information needed to compensate our parents and contractors to the OEI Program Coordinator
- Fulfill other duties as assigned

Supervision of the Fresno Program Assistant(s) (20%)

- Aid in the recruitment of a program assistant that will help run the program
- Serve as the primary point of contact for the Fresno Program Assistant(s)
- Maintain a weekly check in meeting with program assistant(s)
 - meetings include checking in, delegating tasks for weekend, provide feedback and coaching for successful programming implementation
- Delegate the support you need and work load of program assistant(s)
- Collect invoices and relevant information from program assistant(s) to ensure their compensation is delivered in a timely manner
- Support program assistant(s) in tracking and maintaining participant information necessary for participation
- Ensure program assistant(s) keep track and upload their receipts and keep within budget
- Support program assistant(s) in developing and implementing programming

Qualifications

- Experience successfully developing and implementing curriculum with a focus on racial justice and equity
- Strong English oral and written communication skills (bilingual / multilingual a plus)
- Experience coordinating logistics for outdoor experiences
- Strong facilitation skills with the ability to create and hold a professional and brave space through difficult conversations, high emotions, and Social Justice themed curriculum
- Proven ability to monitor and maintain programmatic budgeting
- Ability to effectively communicate the values and expectations of Justice Outside
- Experience supervising adult participants, staff and volunteers
- Strong attention to detail and organizing skills
- Proven ability to work both as part of a team and independently
- Strong community engagement and organizing skills
- Ability to use Microsoft Suite, Google Office and social media platforms
- Ability and comfort to drive a 15-passenger van
- Applicants do not have to live in the Fresno area but are strongly preferred.

Time Commitment

This is a seasonal full-time, 40 hours a week, position between the start date of June 6 - December 2, 2022. This position requires working weekends, occasional evenings, and traveling to remote locations within a 2 – 2.5 hour radius of the Fresno area. A personal vehicle is not required as one can be provided for you to implement the program.

Location

Our office is based in downtown Oakland, CA. Currently we are working from home and this will continue until the state of California and Justice Outside determine that it is safe to return. The Fresno Program Coordinator will work remotely in the location of the OEI Fresno Program.

Salary & Compensation:

The position will include partial health benefits for the duration of the position and time off accrual. The selected applicant will receive \$20.00 an hour for an estimated 1,040 hours. Travel reimbursements are also given at 58.5 cents per mile with a personal vehicle.

Applying:

To apply, please send a resume and cover letter to Lau Hernandez, OEI Program Coordinator, at lau@justiceoutside.org. Applications will be accepted on a rolling basis and the position will remain open until filled.

OEI graduates are encouraged to apply.

Justice Outside is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.