



Montezuma Land Conservancy (MLC) is excited to announce a new job position available to ***join our team***. We are seeking a highly motivated, creative, and outgoing individual with proven community organizing and youth development skills, for a full-time Coordinator position with the Montezuma Inspire Coalition (MIC). This is an exciting opportunity to work with a diverse group of community partners sharing a mission of getting kids outside and providing a wide array of youth engagement programming throughout Montezuma County. This job is a grant funded position with pay and benefits secured until the end of 2025 with the goal of long-term sustainability.

The position will stay open until filled with initial preference given to applications received by 5pm, Friday, November 12th, 2021. Applicants should send a cover letter, resume, and three professional references as one pdf packet to Chuck McAfee, MIC Steering Committee Chair at cmcafee@fone.net

We can't wait to hear from you!



Coalition Coordinator Job Description

Are you passionate about youth, the outdoors, and community? We have an opportunity for you. Montezuma Land Conservancy (MLC) is hiring a full-time Coalition Coordinator to run the Montezuma Inspire Coalition (MIC). The Coordinator is responsible for supporting coalition partner organizations, promoting the coalition activities within the community, and supporting relationships with funders and community members. The Montezuma Land Conservancy (MLC) is the fiscal agent for the Montezuma Inspire Coalition and is responsible for the administration of grant funding from Great Outdoors Colorado (GOCO) to the MIC partners. In collaboration with a steering committee made up of coalition partners, the Coordinator will lead outreach and communications, program support, and help build a sustainable future for the coalition. To date, MIC programs have impacted the lives of thousands of youth throughout Montezuma County and with your help we can continue this great work.

The Coalition Coordinator is a full-time position administered by the Montezuma Land Conservancy and is grant funded with support assured through the end of 2025. The Coalition intends to make this a sustained program and will actively seek funding for the future beyond June 2025. The position is under the direct supervision of the MIC Steering Committee Admin Team and the MLC Executive Director.

About the Montezuma Inspire Coalition:

Vision:

The Montezuma Inspire Coalition's vision is for youth of all ages and backgrounds in Montezuma County to respect, care for and enjoy themselves, their communities and the natural world. By encouraging them to share these values with their family, friends and across generations, we seek to build an inclusive, strong, healthy and resilient community and economy.

Mission:

Create meaningful social and outdoor experiences for youth in our community to foster connection, curiosity, and discovery.

Coordinator Job Duties:

- Responsible for leading coalition meetings, coordinating partner engagement, and coordinating ideas to ensure the MIC is sustainable beyond the term of the current GOCO grant
- Identify and write related grants and other funding opportunities to sustain MIC beyond the term of the GOCO grant

- Serve as the spokesperson of the coalition to funders, partners, and the community
- Facilitate and organize monthly Steering Committee meetings, bi-monthly program partner meetings, and monthly or bi-monthly work group meetings; Work with MIC Admin Team to organize meetings
- Collect and submit all programmatic reporting from program partner via GOCO's schedule (currently at 3x/year)
- Responsible for maintaining and increasing MIC visibility in the community via social media, website, and through participation in local coalitions (such as Communities that Care, Team Up, etc.)
- Responsible for working with each MIC member to help them understand and disseminate messaging and programming news to the community
- Work with coalition members to make the coalition more efficient and effective
- Create and maintain relationships with current and future MIC partners
- Work with the Gear Lending Library Manager to support the management of the Gear Lending Library; Supporting, attending, and creating events to promote the Gear Lending Library
- Support the Gear Lending Library Manager with gear pick-ups as needed specifically during the busy season, spring and summer.

Minimum Qualifications:

- College degree or least 2 years of experience in one or more of the following areas: non-profit administration, planning, community organizing, grant writing, facilitation, community health programming, youth programming, or similar relevant experience, or equivalent
- Applicant must be willing to live and work in Montezuma County
- Must have access to an operational vehicle, valid driver's license, and insurance
- Experience with public speaking and presentations
- Experience with grant writing and reporting
- Proficient in Microsoft Word, Excel, Publisher, Adobe, and other similar formatting platforms
- Experience in Constant Contact/Mail Chimp, Zoom, Survey Monkey, Microsoft 365, Microsoft Teams, and/or other similar database and outreach programs
- Proven track record in clear communication, both written and verbal
- Ability to remain mission and vision driven and manage a complex schedule
- Experience with meeting facilitation, note taking, and online (email) communications with large groups

Skills and Attributes Desired

- Creative thinker with a self-driven work ethic.
- Ability to build key relationships.
- Attention to detail and organizational skills.
- Strong critical thinking skills.
- A value to incorporate diversity, equity, and inclusion

Other expectations and duties

- Attend weekly MLC scheduled staff meetings.
- Assist with special events as needed.
- Ability to travel during various times of the year for a variety of speaking engagements and conferences

Salary and Benefits:

- Starting salary: \$43,000-48,000 depending on experience, full-time position
- Flexible working schedule. Please note there will be some weekend and evening hours required for events.
- Professional development opportunities.
- MLC offers a competitive compensation package including the opportunity to participate in an Individual Health Coverage Reimbursement Account (ICHRA) often resulting in little-to-no out of pocket costs for individual coverage, 20 days of paid vacation, 10 days of paid sick leave, 11 paid holidays, professional development, and a Simple IRA with 3% matching retirement plan.

Please contact MIC Steering Committee Chair, Chuck McAfee at cmcafee@fone.net with questions or to submit an application.

Montezuma Land Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status. Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community are encouraged to apply for this role.

For information about Montezuma Land Conservancy, please visit <http://www.montezumaland.org>