



Sand Creek Regional Greenway Partnership

Job Title: Program Manager, Community Science

- Status: Part-time (20 to 25 hours/ week)
- Pay: \$20.00/hour
- Benefits: 3.35 hours of vacation per month totaling 5 vacation days per year, 2.65 hours of paid health leave each month for a total of 4 days per year.
- Monthly cell phone and mileage stipend
- Paid holidays
- Reports to: Education and Program Manager

Organization Background

The Sand Creek Regional Greenway Partnership (SCRGP) is a 501(c)3 non-profit organization established to protect, maintain and enhance the 13-mile Sand Creek Regional Greenway in the Northeast metro Denver area. Over the past 23 years and with the support of many, the SCRGP has raised over \$15 million for the Sand Creek Regional Greenway.

The SCRGP is committed to enhancing the equitable access, awareness, and engagement of the Greenway. The SCRGP is devoted to the vision of a dynamic Greenway that all nearby community members can safely and comfortably enjoy. The SCRGP believes all people, regardless of resources or abilities, deserve impactful and meaningful opportunities to interact with nature and the outdoor space.

The SCRGP champions public awareness of the Greenway, including its scenic, natural, historical, cultural, and recreational resources. Through creative programming and education, enhanced recreational opportunities, and volunteer and stewardship opportunities the SCRGP broadens engagement with the Greenway.

Role Description

The SCRGP is seeking a creative and enthusiastic individual to participate in partner recruitment, training, and support of the SCRGP's Community Science program along the Sand Creek Regional Greenway.

Working alongside SCRGP's Education and Program Director, the Program Manager for Community Science will be a member of a team working to achieve SCRGP's equitable access, awareness, and engagement goals. The Program Manager will focus on developing and

facilitating a range of engaging and effective evidence-based opportunities that get community members out in nature to achieve real environmental outcomes. The Program Manager will participate in research, strategy development, creation of recruitment materials, and execution of the recruitment strategy. They will also have a leading role in supporting community partners and facilitating data collection on the Greenway.

Primary Responsibilities

Essential Duties and Responsibilities

- Assist the Education and Program Director in project planning and design, communications, and implementation
- Recruit community members and community organizations to participate in wildlife habitat and water quality data collection and other related activities along the Greenway
- Train community members and community organizations to participate in wildlife habitat and water quality data collection along the Greenway
- Expand the engagement of community members in the critical efforts of collecting natural resource data on the Greenway.
- Work with program partners to ensure projects are delivered, and program objectives achieved
- Identify opportunities to grow the program, engaging partners to participate in program initiatives
- Participate in volunteer engagement as related to Community Science
- Be an effective advocate for SCRGP's Community Science in public forums, news media, and social media
- Facilitate successful community scientist events and activities along the Greenway for a diverse audience

Administrative and Other

- Support other SCRGP Team members as needed and when related to programs, outreach, marketing, and fundraising
- Adhere to SCRGP policies and work policies including confidentiality and code of ethics
- Advocate for equitable outdoor use and access of the Greenway and outdoor space as a whole
- Participate in organizational staff meetings and other team meetings as required
- Maintain all necessary file and agency forms as required
- Participate in agency grant and contract reporting as directed by Executive Director

Preferred Qualifications

- Passionate about SCRGP's mission, the environment, and outdoor equity with a strong interest for getting more folks engaged with the outdoor space
- An understanding of wetland/wildlife ecology
- Experience designing and/or delivering community science or environmental projects
- Data collection analysis and interpretation experience
- Experience with GIS or other geospatial data analysis tools
- Experience in scientific communications
- Demonstrated success working and communicating effectively in a multi-cultural environment
- Familiarity with Word, Excel, Outlook, Square Space, and Canva
- Bilingual in English and Spanish is a plus

Requirements

- High school diploma and enrollment in an associate or undergraduate, degree-seeking program in sustainability, environmental sciences, biology, or a related field. A minimum of two (2) years of similar work experience will be considered in lieu of enrollment status.
- Direct work experience conducting wetland delineations, botanical surveys, and/or wildlife assessments
- Valid driver's license and access to a personal, insured vehicle
- Ability to work within an open-concept office setting a minimum of once a week
- Willingness to learn and participate in a strong team focused dynamic
- Work constructively with others and create a positive cooperative relationship with staff, partners, and community
- Ability to pass a background check
- U.S citizen or lawful permanent resident status
- Ability to work at least one (1) Saturday a month and a few evenings a year

Physical and Emotional requirements

- Ability to work in outdoor settings in various weather conditions for up to eight (8) hours
- Ability to set up, break down, and load equipment up to 50 lbs. Examples include moving and setting up tents, tables, banners, and other items for community events and programs
- Comfortable speaking and engaging with youth in schools and at community events
- High level of commitment to outdoor equity
- Cultural competency working with communities that have previously had little engagement with outdoor experiences

Term of Service

This is a part-time grant-funded position. 52 weeks at 20 hours per week. The total time duration can be shorter if the candidate wishes to work up to 25 hours per week, to a total of 1,040 hours. Flexible hours are required, including occasional evening and weekend commitments. Employment is at-will.

Location

This position is based at 7350 E. 29th Ave. Suite 300. Denver, CO 80238. The SCRGP serves communities along a 13-mile trail which will require much of the work to be in the field and within the community (Northeast metro Denver area). This position has the flexibility to work at home, at the office, and in the field.

SCRGP Diversity Statement

Unity is found in diversity.

In nature, flourishing diversity signifies health, vibrancy, and sustainability—the Sand Creek Regional Greenway Partnership endeavors to elevate and embrace diversity in all forms. We strive to integrate the complexities and rich diversity of all people and environments near and around the Sand Creek Regional Greenway into our work. By purposefully and authentically creating inclusive and equitable programs, events, and working environments, we can better serve the Greenway and its communities. We dedicate ourselves to the opportunity to grow alongside our community.

To Apply

Interested applicants should send their resume and a short cover letter outlining their interest and strengths related to this position to Mo Fair, SCRGP's Executive Director, at mfair@sandcreekgreenway.org. **No phone calls, please.**

Resumes are accepted on a rolling basis until the position is filled. Interviews to begin in mid to late April 2023.