

# Eastern Colorado Grasslands Coalition Coordinator Job Announcement



**Title:** Regional Coordinator

**Reports to:** Karval Community Alliance directors and the Eastern Colorado Grassland Coalition steering committee

**Start Date:** September 2025

**Pay Rate:** \$20-30/hour 30-40 hours per week

**Benefits:** The Regional Partnership Coordinator position does not offer benefits. Travel for work-related events will be reimbursed.

**About the Organization:** The Karval Community Alliance (KCA) is a 501-c(3) non-profit headquartered in Karval, Colorado. KCA sponsored the formation of the Eastern Colorado Grassland Coalition (ECGC), which serves as a regional partnership under the Colorado Parks and Wildlife's Outdoor Regional Partnership Initiative. The ECGC is dedicated to conserving and enhancing the native grasslands, the croplands, and the communities of eastern Colorado through collaborative conservation, sustainable land management, and responsible recreation. The current geographic scope of the ECGC covers Elbert, Lincoln, Kit Carson, and Cheyenne counties. The ECGC works collaboratively with land owners, land managers, and resource professionals to conserve and restore the region's grassland ecosystems while supporting responsible land use, outdoor recreation, and economic opportunities for local communities.

**Position Overview:** The Coordinator is responsible for advancing the work of the ECGC through building and maintaining relationships with key partners including landowners and land managers, local, state, federal, and non-profit entities as well as facilitating meetings and events. The Coordinator will arrange virtual and in person meetings, establish a process to keep the official ECGC meeting records (create agendas, take notes, establish official minutes, etc.). In addition, the Coordinator will facilitate ECGC events such as outreach events, workshops, and meetings and determine logistics such as venue, food, and meeting equipment. The Coordinator is expected to advertise ECGC public meetings, outreach events, and workshops on relevant platforms such as the ECGC website, local newspapers, social media, etc. The Coordinator will manage communication sent to the ECGC by directing information to the relevant committee or partner, maintaining records of correspondence, and ensuring concerns are addressed appropriately. They will advise the ECGC of issues and concerns as well as activities and meetings that are in the interest of the ECGC. The ECGC is a growing organization and the Coordinator is expected to coordinate an orientation/information session for new ECGC members.

## Essential Job Duties and Responsibilities

- Facilitating relationships with landowners, land managers, as well as local, state, federal, and non-profit partners

- Recruitment of stakeholders/partners
- Contribution of content to the coalition website including outreach materials and event information
- Attending partner meetings
- Organizing outreach events and workshops
- Travel to locations within the geographic area of the ECGC to attend meetings and outreach events
- Managing ECGC communications and ECGC meetings

### **Minimum Qualifications**

Relevant experience in program support, office administration, conservation, or work within a related field of work

**OR**

A combination of related education and/or relevant experience in an occupation related to the work assigned. Appropriate education in Business Administration, Conservation, or other fields of study related to the duties of this position may substitute for the required experience on a year-for-year basis.

### **Preferred Qualifications**

- Demonstrated experience working with local, state, or federal agencies on grant and/or administrative programs
- High level of written and oral communication
- Experience working with conservation and or recreation projects and programs
- Experience in public education, communication, or customer service

### **Required Competencies**

- Excellent organizational, communication, and time management skills
- Self – motivated, ability to work well independently as well as in/with a team
- Enjoys learning and implementing new technologies
- Proficiency in Microsoft Word, Excel, Google suites, Zoom
- Excellent problem-solving, and critical thinking skills
- Keen attention to detail
- Strong interpersonal skills

### **Conditions of Employment**

- Must possess and maintain a valid state of Colorado driver's license
- Must have a personal car and be willing to travel to support Coalition meetings in eastern Colorado as needed. Reimbursement for travel is provided.
- Employees who were disciplinarily terminated or resigned in lieu of termination must disclose the information and provide an explanation why the prior termination or resignation should not disqualify their application from the current position

### **Equal Opportunity Employer**

The Eastern Grasslands Coalition believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The coalition is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all

aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law. The Coalition is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship.

**How to Apply:**

Please submit your cover letter, resume, and contacts for three references **in ONE document** to [merewether@esrta.com](mailto:merewether@esrta.com) with "ECGC Coordinator\_First Name\_Last Name" in the subject line. Applications will be accepted and reviewed on a rolling basis until the position is filled.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by Karval Community Alliance and the ECGC. Nothing in this job description shall create or is intended to create, or shall be construed to constitute a contract of employment, expressed or implied. Employees are held accountable for all duties of this job.**