



**Title: Outdoor Equity Policy & Programs Coordinator**

**Type:** 1099 Contractor

**Fixed Rate:** Hourly Rate/Retainer Based on Experience/ Up to 30 hrs a week.

**Term:** Six Months: August 01, 2021 - February 31, 2022 (Possible Extension or Transition to FTE)

**Point of Contact:** Jessica Loya; [jessica@next100coalition.org](mailto:jessica@next100coalition.org)

**Application:** Please send resumes, cover letter and writing samples to [admin@next100coalition.org](mailto:admin@next100coalition.org) with Subject Line of Position Application. Applications will be reviewed on a rolling basis. Position to be filled as soon as possible.

**Summary:**

The Outdoor Equity Policy & Program Coordinator position is a 1099 contractor position that will report directly to Jessica Loya, Next 100 Coalition Manager. The Outdoor Equity Policy & Program Coordinator will work to support the day to day activities of Next 100 Coalition and its programs.

**Background:**

The Next 100 Coalition (the “Coalition” or “Next 100”) is a collaborative national network of Black, Indigenous, and People of Color (“BIPOC”) led/community-centered conservation, outdoor recreation, environmental education, public health, environmental justice organizations and dedicated outdoor equity leaders. The Next 100 Coalition continues to be the only organized space focused on public lands, conservation, and recreation that is led by and centers impacted BIPOC communities at the national level. The Next 100 Coalition has been successful in connecting and supporting collective action on issues that expand diversity, equity and inclusion (DEI) across the conservation movement since its founding in 2016.

**The Next100 Goals:**

- Foster a network of BIPOC leaders and organizations working at the intersection of DEI and conservation issues.
- Listen and amplify voices of Black, Indigenous and people of color leaders and their work and create partnerships where useful.
- Develop activities and policy priorities that address current inequities across conservation and issues important to communities

**Duties and Responsibilities**

- (a) Provide specialized support in the development, implementation, and management activities related Next 100 Coalition activities as is necessary.
- (b) Serve as a central point of contact between external constituencies on day-to-day



programmatic, operational, and administrative matters related to the assists with setting up and preparation for meetings, special projects, and/or general problem resolution.

- (c) Coordinates activities of support staff, organizational representatives, consultants, clients and/or volunteers engaged in implementation and administration of program objectives.
- (d) Writes, edits, and coordinates development of project documents, presentations, promotional materials, educational materials, newsletters, and/or reports, as appropriate to the program.
- (e) Maintains program/project records, researches information and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- (f) Performs or delegates clerical and administrative support tasks, including creation, typing, and editing of internal/external program correspondence, reports, media, and other publications, management of social media platforms, and various project related email inboxes.
- (g) May assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the program; may participate in other fundraising activities.
- (h) Assist in management of critical firm operational functions and systems including but not limited to general inbox management, shared drive, website, professional development, team activities and technical support.
- (i) May perform specialized activities of a programmatic nature in direct support of the accomplishment of program objectives and protocol.
- (j) Performs miscellaneous job-related duties as assigned.

### **Knowledge & Skills:**

- Three (3) years of experience working with volunteers, leading programs in the outdoors, and planning grassroots advocacy campaigns.
- Basic knowledge of issues in the outdoors movement regarding racial justice, indigenous rights, and equity, as well an understanding of systems of oppression
- Excellent writing and editing skills. Demonstrated skill in writing press releases and public communications.
- Excellent verbal communication skills and demonstrated ability to clearly articulate ideas and easily connect with volunteer leaders, partners, officials, and members of the public.
- Strong organizational and problem-solving skills and ability to work effectively in an action-oriented “virtual” office.
- Ability to work independently, cooperatively and effectively with the public, staff and volunteers. Strong ability to network, build trust, and build working relationships.
- Able to travel as needed but a personal vehicle is not required. Expenses related to travel such as driving and transit are reimbursed.
- Proficient computer skills including social media word processing, and basic spreadsheet software.