



Coldharbour Institute Program Director Job Duties

Coldharbour Institute is a learning laboratory for regenerative living practices. Our programs demonstrate, educate, and incubate responsible personal, land-based, and community practices that bring health to our land, bodies, and community through youth and community workshops, collaborations, and research. This is a year-round, full-time, salaried position. Salary commensurate with experience, \$30,000-\$40,000 plus health insurance stipend. Requires exceptional people, organizational, and communication skills, patience, and sense of humor.

Program Management

- Manage existing outreach and education programs, including our Applied Sustainability Programs (ASP), Equitable Solar Solutions (ESS), and Colorado Regenerative Network (CRN).
- Oversight of program budgets
- Develop and implement programming that aligns with Coldharbour's mission, expanding the organization's impact amongst our constituents
- Track impact of programs and program objectives and goals
- Coordinate and collaborate with community partners, stakeholders, and constituents to execute programs

Administrative Management/Customer Support

- Communicate with the public: answer phone, mail, e-mail, and social media inquiries.
- Assist with participant questions about programs/pointing them to other appropriate resources if needed
- Learn and utilize our google suite to manage customers, event registrations, merchandise orders, and refunds, etc.
- Prepare and ship online merchandise orders
- Manage online waiver and liability system before, during, and after programs
- Perform regular website updates (Weebly)

Staff/Volunteer Recruitment & Management

- Mentor fellows, interns, and student partners
- Assist in recruitment and scheduling of all volunteers. Assist in management of volunteer benefits, track hours worked, and send thank you notes
- Use our program management tool (Scrum) to delegate and collaborate on tasks

Membership Management

- Work with ED to review memberships & benefits yearly
- Develop, implement and track Membership Drive
- Process all incoming memberships and manage membership database
- Oversee delivery of all thank you/tax exempt letters and member benefits
- Design member print communications (member & member renewal letters, holiday card, member party invite)- Canva & In Design
- Create, send, and manage online invite for Member Appreciation Party RSVP
- Plan, organize, and manage Member Appreciation Party
- Create member specific e-blast communications
- Manage Member Registration (communications, registration assistance, customer service, etc.)

Event Management

- Plan, set-up, and maintain events and programs (site set-up, check-in/registration area, information table, waiver station, etc.)
- Oversee creation of all event/course rosters and registration
- Manage event transactions during programs, online event management software, and cash
- Communicate event changes with workshop leaders and participants
- Ensure availability and proper working condition of all necessary materials for programs and events (Tech: iPads, computers, projector, square readers, internet hot spot, and print materials)
- Oversee creation of name tags and welcome packets for Board members, workshop leaders, and volunteers

Marketing Management

- Assist in maintaining an active, engaging social media presence (Facebook, Instagram); including paid promotional ad campaigns
- Maintain presence on Pinterest; include up to date merchandise and featured publications
- Assist in the creation of regular Mail Chimp email blasts (content)
- Create, distribute, and analyze online survey to program participants
- Oversee press releases

Other Duties (include, but are not limited to)

- Organize the promotional events
- Manage google drive
- Collaborate on outreach and educational community events
- Send thank you notes to workshop leaders and BOD after the Festival

Qualifications:

- Bachelor's degree in related field
- Experience with program management and administration with a track record of excellent organizational, written, and verbal communication skills
- Demonstrated ability to manage projects and people
- Proficiency with MS Word, Excel/Google Sheets, and Dropbox/Google Drive
- Experience managing social media and email communication platforms
- Experience with CRM software, Wordpress, and Adobe InDesign

To Apply

- Check out our website and social media, we are active on both and you will be able to get a sense of who we are and our mission.
- Send a cover letter and resume to mj.pickett@coldharbourinstitute.org. We want to know why you are the perfect fit for our organization and this role!
- Position open until filled.

Coldharbour Institute is committed to building a culturally diverse community of staff and fellows dedicated to contributing to an inclusive organizational environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities. We also understand that not every person has a traditional path. We encourage all to apply who feel their experience, regardless of education, is a good fit for this position.

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