Job Description

POSITION: Colorado Regional Coordinator
Reports to: Director of Programs & Operations
Compensation: $31.25 per hour ($65,000/year)
Benefits: Paid vacation, holidays, and sick leave; medical, dental, and vision insurance; 401(k) retirement plan with employer match
Work schedule: 40 hrs/week, non-exempt
Location: Colorado with Greater Denver Metro Area highly preferred
Start Date: Monday, March 11, 2024

Organizational Description:
Founded in 2013, Latino Outdoors (LO) is a national organization led by Latinas, Latinos, and Latines. LO’s mission is to inspire, connect, and engage Latino communities in the outdoors and embrace cultura y familia as part of the outdoor narrative, ensuring our history, heritage, and leadership are valued and represented.

Comunidades latinas make up the largest minority demographic in the United States. Simultaneously, we are among the most underrepresented in conservation, outdoor recreation, and environmental education. LO’s expansion from a California-based organization to a national movement powered by volunteers has caught the attention of park agencies, conservation organizations, and outdoor brands seeking to connect with Latine communities in meaningful ways.

The three programmatic pillars of Latino Outdoors are outdoor experiences, outdoor narratives, and outdoor leadership. LO fosters and facilitates outdoor engagement by members of Latine and other underrepresented communities in the United States. LO’s volunteers across the country support each other in leading activities, expanding outdoor access through hands-on experiences, and partnering with other organizations on collaborative programming. LO focuses on amplifying and expanding the Latino experience in the outdoors while providing greater leadership, mentorship, and professional opportunities for Latines in outdoor recreation, conservation, and environmental education.

Latino Outdoors is fiscally sponsored by Community Initiatives, a 501(c)(3) nonprofit organization.

Position Overview:
Latino Outdoors’ Colorado Regional Coordinator is responsible for ensuring a smoothly-running region by working collaboratively with volunteers and Programs & Operations staff in support of the
planning and coordination of outdoor engagement programs and activities primarily, but not exclusively for Denver area communities. The position requires a planner, problem solver and systems-thinker who is organized and detail-oriented with excellent communication skills. The goal will be effective coordination and management of outdoor engagement programs in alignment with LO's standards and values.

**Minimum Qualifications:**
- Licensed and properly insured driver in the state of Colorado.
- Ability to pass a state and/or national background check.
- Bachelor's Degree (or equivalent and relevant experience) and a minimum of two years of work experience, preferably in developing and/or delivering outdoor programs.

**Desirable Qualifications:**
- Able to contribute to team cohesion together with fellow staff members and interact in a positive and supportive manner with volunteers, participants, parents, community partners, and the general public.
- Self-starter with excellent time-management, communication, and organizational skills.
- Detail-oriented and ability to see projects and tasks through to completion.
- Successful track record working with and coordinating volunteers.
- A deep understanding of Latine communities and the significant roles that cultura, familia, y comunidad can play in making outdoor experiences meaningful and transformative.
- Experience developing and facilitating culturally relevant programs that target Latine youth and families.
- A demonstrated commitment to an organizational culture that encourages professional growth, constructive communication, and continuous learning.

**Responsibilities:**
- Work with the Director of Programs to strengthen LO's Colorado outdoor programming capacity and follow-through, including the completion of annual plans outlining outdoor engagement programming and identifying training needs and leadership development opportunities for the region's volunteers.
- Ensure follow-through with required number of outings and participants, as well as other deliverables in connection with corresponding grants and funding.
- Lead and be the first point of contact for the region's volunteers. Check in with volunteers each month (in-person, telephone or online) to discuss concerns, challenges, receive feedback, offer guidance and support, and express appreciation.
- Participate in in-person and teleconferencing convenings for updates, planning, and check-ins with regional teams, coordinators from LO's other regions, and national staff.
- Actively participate in the delivery of volunteer orientation and training.
- Support national staff in timely preparation and submission of proposals and reports corresponding to grants and other funding for the region.
- Leverage all Colorado social media, mass email, and other communications platforms and tools for outing and event promotion, delivery, and follow up and to further LO's mission, values, and goals. Share outing promotion and community outreach best practices with LO volunteers in the Greater Denver Area and elsewhere in Colorado.

**Professional Performance and Values Standards:**
- Maintain a deep understanding of LO's mission and strive to promote an organizational culture of continuous improvement, critically evaluating performance at all levels, and reflecting best practices in nonprofit management.
- Be responsive to stakeholders, including the community served by LO, performing tasks and responsibilities in a complete and timely manner, upholding the policies and standards of LO and Community Initiatives, and responsibly meeting the scheduling requirements of the job.
- Maintain a constructive, team-building, solutions-oriented approach to all tasks.
• Actively seek opportunities to develop skills and create opportunities to teach LO staff and volunteers.
• Exercise professional judgment and integrity at all times in keeping with the responsibilities carried personally and by LO for the care and welfare of LO volunteers, the communities served, and fellow staff members.
• Demonstrate commitment to diversity, equity, and inclusion at all levels of the organization.

To Apply:
Email a cover letter and resume to rincon@latinooutdoors.org with the SUBJECT: Colorado Regional Coordinator. Those received by Friday, January 26, 2024 will be considered on a priority basis.

Latino Outdoors/Community Initiatives is an Equal Opportunity Employer and is committed to ensuring that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance.

LO values diversity and looks forward to a diverse pool of candidates, including people of color, women, and woman-identifying individuals.