

# YOUTH & INCLUSIVENESS PROGRAM MANAGER

## WILDLANDS RESTORATION VOLUNTEERS



**Status:** Full-Time, Non-Exempt (preferences for part-time work can be considered)

**Location:** Longmont, CO or Fort Collins, CO (with partial remote work)

**Hire Date:** Open until filled

**Supervisor:** Executive Director

### POSITION SUMMARY:

The Youth & Inclusiveness Program Manager plays a key role in carrying out the mission of Wildlands Restoration Volunteers. This position is primarily responsible for developing and managing WRV's Youth and Family Program as well as WRV's organization-wide Diversity, Equity, and Inclusion initiatives.

WRV's Youth and Family Program engages about 1,000 youth and families each year through family-friendly activities, bilingual trainings and projects, a paid youth internship, youth leadership opportunities, and school-based educational programming. The Youth & Inclusiveness Program Manager will lead a team of 3-4 staff, in conjunction with a wide range of partners, in implementing these programs.

WRV also has a strong commitment to expanding access to diverse communities and to building a more inclusive, equitable organization and field. This position will work with a DEI Team to oversee the implementation of WRV's Inclusiveness Plan. In addition, there may be some additional responsibilities/opportunities depending on the specific qualifications of incoming staff, particularly in marketing and outreach.

This position is primarily in an office setting, based out of WRV's locations in either Longmont or Fort Collins. Remote work is currently allowed up to 4 days per week. Occasional weekends/evenings are required. 5-10 field days will occur during the project season.

### DUTIES/RESPONSIBILITIES

#### Program Management: Youth and Families Program

- Oversee all aspects of the youth and family program, including budgeting, recruitment, partnership building, and project implementation
- Identify and write grants for new and existing funding sources, and be responsible for successful implementation, reporting, and invoicing of awarded grants
- Support youth program staff in implementing youth and family projects and leadership programming
- Provide strategic direction for the youth and family program
- Oversee a Risk Management Plan for the youth program and identify/implement appropriate policies

#### Diversity, Equity, and Inclusion (DEI)

- Oversee development and implementation of WRV's Inclusiveness Plan and act as the lead on execution of DEI goals in WRV's Strategic Plan
- Lead a DEI Committee composed of staff, Board, and volunteers

### **Outreach and Community Building**

- Oversee development of outreach to new and diverse communities
- Contribute content for social media and other marketing/publicity channels

### **Administration**

- Supervise 2-4 staff and support their success and development
- Serve on the WRV Management Team to work to ensure that organizational mission, values, and strategy align

### **REQUIRED SKILLS:**

- A track record of successful grant writing, particularly for community-based or environmental initiatives
- Experience with program management, including budgeting, partnership building, and strategic direction
- Experience managing a team of staff
- Community driven work experience – this could include work with youth, families, underserved communities, or other community-based engagement
  - Experience working and building relationships with diverse communities
  - Computer proficiency, including Microsoft Office
- Willingness to work occasional evenings/weekends
- Community-oriented, flexible, and reliable
- Willingness to communicate and follow COVID-19 and other safety precautions

### **DESIRED SKILLS:**

- Bilingual English/Spanish highly preferred
- Experience with marketing or outreach, particularly to a wide range of constituents and communities
- First Aid/CPR, Wilderness First Aid, or Wilderness First Responder certification (NOT required – training provided at no cost to employee if not currently certified)

### **PHYSICAL DEMANDS:**

- Ability to operate computers, phones, mobile devices and office equipment
- Ability to interact with volunteers, youth, and agency personnel on a daily basis
- Must have a current and valid driver's license and auto for transportation and clean driving record for the past 3 years
- Ability to successfully manage multiple, high-priority tasks in a fast-paced environment

**APPLICATION PROCESS:** Please email your resume and cover letter to [jobs@wlr.org](mailto:jobs@wlr.org). Applications will be reviewed starting January 23<sup>rd</sup> and will continue to be reviewed until filled, with an ideal start date between March 15<sup>th</sup> and April 1<sup>st</sup>.

**COMPENSATION:** This position has a salary range of \$50,000-\$65,000, commensurate with experience, with the expectation that the new hire will be hired in the lower part of this range. The position may be hired at the Program Manager or Program Director level. This is an exempt position. WRV offers employees a competitive benefit package including group health insurance, paid time off, paid holiday time off, and Simple IRA enrollment. Additional benefits include discounted pro-deals and professional development opportunities.

**COVID-19:** WRV's COVID policy requires full vaccination against COVID-19 on your first day of employment. Request for reasonable medical or religious accommodations will be considered.

**ABOUT WILDLANDS RESTORATION VOLUNTEERS** - WRV is a 501(c)(3) non-profit organization, based in Longmont and Fort Collins, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage volunteers (youth and adults) in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. As a force for empowering individuals to "make a difference," since 1999, we have completed over 1,350 projects, with over \$14 million of volunteer time contributed toward the stewardship and restoration of Colorado public lands. WRV is committed to providing an inclusive environment for our community. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. Before applying for this position, we strongly recommend you visit our website at [www.wlrv.org](http://www.wlrv.org).

**INCLUSIVENESS STATEMENT:** WRV is committed to creating an environment for our community that attracts, supports, and engages all people, regardless of differences in experience, background, access to resources, or historical representation in our work. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. We believe that diversity strengthens our community and seek to provide an inclusive environment for all staff and volunteers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Selection and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.