



## **Grassroots Leadership Coordinator Position Description**

Great Old Broads for Wilderness (Broads) is a national grassroots organization, led by elders, that engages and inspires activism to preserve and protect wilderness and wild lands. The Grassroots Leadership Program supports the organization's mission by training, supporting, and engaging women as grassroots leaders and advocates for public lands. The Program has more than 60 volunteer leaders who facilitate 40 local chapters (Broadbands) across the U.S. Please visit our website at [www.greatoldbroads.org](http://www.greatoldbroads.org) for more information.

**Position Summary:** The Grassroots Leadership Coordinator cultivates leadership development, grassroots advocacy, and community empowerment by building a constituency for public lands protection, with a focus on older women as activists. The candidate will possess strong communication skills and experience in event coordination, training support, and working with communities of diverse ages and backgrounds. We are looking for an enthusiastic and hardworking professional, with people and coordination skills and the ability to thrive in a fast-paced work environment.

This is a 30-hour per week, 10-month position, based in Durango, CO. It is supervised by the Grassroots Leadership Director and works closely with the entire organizational team.

### **Key areas of responsibility:**

#### **Grassroots Leadership**

- Supports daily operations of Grassroots Leadership Program (GLP), including participation in staff meetings, weekly program check in meetings, and reporting on activities.
- Assists with Broadband leader recruitment and coordinates logistical details for events, such as lodging, food, and budget management.
- Develops and deepens relationships with Broadband leaders through weekly email, phone, and in-person communications.
- Manages Broadband Google group lists and organizes database information, coordinates and tracks Broadband membership stats, and encourages increased participation in national issues.
- Manages the quarterly collection, synthesizing, and communicating of Broadband activity reports.
- Organizes the logistics of monthly Broadband leader training webinars.
- Participates when needed at national Broads' events and Broadband Leader events (Wilderness Advocacy Leadership Training Sessions, Rendezvous, and other activities).
- Supports development of Broadband leader mentorship program with new and emerging leaders.
- Facilitates transition/exit plan for leaders through mailings, surveys, and welcoming on new leader volunteers.
- Participates in one Broads-led week-long education and advocacy or stewardship camping event.

#### **Communications**

- Works with staff to update Broadband related content on the national website, Facebook, Twitter,

and leadership dashboard (a website-based tool).

- Outlines weekly Broadband Leader e-newsletter needs and writes sections to inform leaders of issue updates, advocacy opportunities, and national office strategies.
- Manages the website's calendar of Broadband Events and implements strategies to engage leader participation to keep the calendar up to date.
- Provides oversight and support for individual Broadband Facebook pages, keeps a record of administrators, and tracks posts.

### **Fundraising Support**

- Assists in raising funds for the program, including the Wild for Wilderness Online Auction and other events and partnership funding opportunities.
- Assists in preparation of program grants and gathering information for grant reporting.

### **Qualifications/Skills Needed:**

- Bachelor's Degree and minimum of three years' experience working with volunteers, leadership development, and advocacy.
- Experience in public lands advocacy, environmental conservation, and land management strongly preferred.
- Skills and experience in leadership training, fundraising, and event planning.
- A "people person" with excellent communication and interpersonal skills.
- Ability to work well with and inspire a diverse range of volunteers (i.e. age, personality, knowledge base, experience levels, computer skills).
- Excellent oral and written communication skills, including editing.
- Attention to detail and ability to consistently follow through with commitments.
- Ability to handle multiple priorities and meet established timelines and reporting requirements.
- Proficient with Microsoft Office, Google groups and tools, spreadsheets, and listservs (WordPress and website experience a plus).
- Ability to work independently and set priorities with minimal supervision.
- Willingness and capability to engage in outdoor activities in variable weather for extended periods of time such as hiking, car camping, and setting up event equipment.
- An effective and fun team player that is self-motivated, efficient, and energetic, with a great sense of humor.
- Flexibility to work a variety of hours, including occasional multi day travel and weekends.
- Wilderness First Aid certified, WFR preferred.

### **Work Schedule & Compensation**

- This position is a 10-month position (mid-January–mid-November), 30 hours per week, at \$15/hr.
- Benefits include contributions towards group health insurance, 7 paid holidays, and 10 days paid vacation.
- Some travel and weekend/evening hours are required; Broads allows for flexible work schedules.
- Great Old Broads for Wilderness is an Equal Opportunity Employer

### **How to Apply:**

Please send resume, cover letter, writing sample, and three references to [admin@greatoldbroads.org](mailto:admin@greatoldbroads.org). Include "Leadership Coordinator" in the subject line. Position will be open until filled.