



COLORADO RIVER ALLIANCE

## PROGRAM COORDINATOR

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### BACKGROUND

The Colorado River Alliance (the Alliance) is a not-for-profit organization that champions the long-term vitality of the Texas Colorado River through education and engagement. (More info at [www.ColoradoRiver.org](http://www.ColoradoRiver.org).) **We are seeking a Program Coordinator to coordinate logistics and relationships for two of the Alliance's signature education initiatives: the Mobile River Program and the Lake Travis Community-wide Clean-up. This role is primarily focused on the details of maintaining and operationalizing a sophisticated, technologically advanced science-exhibit on wheels as well as the key relationships that ensure these programs are successfully implemented.** A love of the Colorado River, learning, and engaging volunteers of all ages is also important for this role.

The Program Coordinator's principal duties focus on (1) managing the operating systems of a mobile science center, including electrical and computer systems, fuel and HVAC systems, technology-based exhibit functions, and trailer set-up and close-down; (2) coordinating meetings and timely follow-up with Travis County personnel, Austin Independent School District personnel, community event managers, and other program partners; (3) managing a robust school and community -event program for 5,500 7<sup>th</sup>-grade students annually, along with 10 community events per year; (3) training and coaching 7<sup>th</sup>-grade teachers on using the Mobile River's curriculum units, classroom models, and instructional materials; and (4) training and coaching volunteer leaders on the details of a community-wide clean-up.

Launched in 2015 and featuring the award-winning Texas Colorado River Rolling Exhibit (a.k.a., the Mobile River), this program's primary audiences are Austin Independent School District 7<sup>th</sup> graders and educators and Community Events throughout the Texas Colorado River's watershed. The goal of the program is to inspire the next generation of water scientists and leaders. The program was developed to help students, especially those from typically underrepresented populations, learn vital concepts such as water conservation, aquatic science, the uses of water, and healthy river ecosystems. The Mobile River was developed and operates in partnership with the City of Austin's water utility, Austin Water, and the Austin Independent School District. A short video about this program is available [here](#).

The Lake Travis Cleanup began in 1994 as an informal gathering of divers in the Lake Travis area who turned their recreational diving ventures into a small-scale cleanup effort. Due to the popularity of the program, the LCRA and the Colorado River Alliance became involved a few years later to help facilitate boat support and proper waste disposal. The event is now managed by a partnership among the Colorado River Alliance and Travis County. Volunteers of all ages diving under water, and on watercrafts, the shoreline, along roadways, and throughout Travis County parks gather to collect an average of 5.5 tons of trash from the bottom of Lake Travis and 11 Travis County Parks around the lake, while also helping to raise public awareness of the importance of Lake Travis and the Colorado River watershed.

### JOB RESPONSIBILITIES

#### ***Program Coordination***

- Manage day-to-day operations of the Alliance's Mobile River Exhibit and program including ongoing maintenance, coordination of exhibit transport, planning of school-campus visits during the school year, and deployment to public events.
- Provide support and coordinate maintenance for the deployment and operation of this trailer-based educational exhibit system, including trailer slide-outs, wheelchair lift, generator and HVAC checks, computer systems, and fueling.

- Maintain professional and consistent correspondence as primary point of contact for the annual County-Wide Clean-up, scheduled for Sunday, April 24, 2022, such as: create and distribute meeting agendas; capture and distribute meeting notes and follow-up items; work closely with communications staff to ensure timely digital communications and website updates; work closely with County staff to define volunteer needs; communicate with volunteers leading up to and after event.
- Provide on-site support to Mobile River school-campus and event visits including exhibit deployment; teacher training and orientation; exhibit supervision and curatorship; data collection; and assistance in teaching classroom curriculum.
- Provide on-site support during the County-Wide Clean-up, including volunteer leader training, supplies distribution, and volunteer appreciation.
- Establish and maintain collaborative relationships with Alliance employees and volunteers, transportation crews, Travis County Staff, community organizations and schools, and public-event coordinators.
- Manage volunteers and interns per programming season (fall, summer, spring), including training, professional and educational development, and active daily coaching.
- Co-coordinate and implement volunteer and intern recruitment, training, and management with the Alliance's Program Director, including seasonal Volunteer Open Houses and volunteer-appreciation events.
- Conduct program evaluations, collect educator feedback and student test data, and communicate results and recommendations to managers, program partners, and other stakeholders.
- Maintain all program files, databases, and teaching materials. Conduct inventory, maintain supply levels, and restock as necessary.
- Make occasional presentations to community groups, such as attendees at education conferences.

### ***General Alliance Responsibilities***

- Work with Alliance staff on major events and projects as needed, such as Alliance fundraising events.
- Represent the Alliance to the public and help spread its message and mission.
- Take on non-traditional office tasks as needed, such as running errands for events and participating in outdoor recreational programs, etc.
- Maintain a basic familiarity with current water issues and trends affecting the Texas Colorado River.

## **MINIMUM REQUIREMENTS**

- Must be highly motivated, professional, deadline-oriented, and able to handle multiple priorities daily.
- Comfortable with basic setup of an RV.
- Excellent interpersonal skills as well as verbal and written communication skills.
- Comfortable working closely and continuously with a variety of people on a day-to-day basis.
- Strong computer literacy (Word, Excel, basic website content administration such as WordPress).
- Enjoy making public presentations and discussing water science and issues with a wide diversity of people.
- Bachelor's degree, plus a minimum of two years' professional experience coordinating logistic and details for multiple programs simultaneously.
- Enjoy working with children and community members.
- Background in environmental science, aquatic science, or a relevant STEM discipline a plus!
- Fully bilingual in Spanish and English a plus!
- Favorable results of all necessary background checks.
- Position includes regular lifting of objects up to 40 lbs. and daily outdoor work.

The Program Coordinator reports to the Program Director and works collaboratively with Alliance staff and volunteers. The Program Coordinator is asked to work with and maintain mobile-facility support systems like generators and batteries. The Program Coordinator works and transports gear in a variety of weather conditions, including heat and rain.

This position focuses on supporting CRA programs during a transitional period and adjustment to changing COVID-19 guidelines, restrictions, and recommendations during the next 18 months. This is an opportunity to join a growing organization and help design the future of this position, which may expand in fiscal year 2023.

This staff person functions with a high degree of independence and must take daily initiative. The Program Coordinator position may travel 2-4 weeks per year, working inside an air-conditioned/heated mobile education facility, attending public events, coordinating volunteers, and working at approximately 5-10 school campuses in Austin and across the Texas Colorado River basin annually. Daily travel regularly includes transporting education equipment in a personal vehicle.

**Salary \$45,000-\$48,000 depending upon qualifications.**

**Expected Start Date: As soon as possible; no later than January 10<sup>th</sup>, 2022.**

Excellent benefits include paid health, dental, and vision insurance; very generous PTO program; retirement contributions; mileage reimbursements; a flexible work environment; and an office on Lady Bird Lake.

The Colorado River Alliance is committed to providing a non-discriminatory employment environment for its employees. As an Equal Opportunity Employer, we do not discriminate based on age, religion, gender identity, sexual orientation, ethnicity or national origin, socioeconomic class, or physical impairments.

**Applications, including a letter of interest, a resume, and three references, will be accepted online only. [Please follow this link to apply.](#)** Applications will be reviewed as they are received, and this position is open until filled.