



**California State Parks Foundation
Job Description**

Title: Program Coordinator

Reports to: Program Manager and the Director of Programs and Advocacy

Location: Sacramento, CA

The California State Parks Foundation (CSPF) is a nonprofit organization dedicated to protecting, enhancing and advocating for California's 280 state parks. Volunteerism is a core strategy deployed by the Foundation at key state parks. CSPF's Park Champions Program organizes approximately 200 volunteer-led workdays in state parks annually and has produced over 1000 workdays and trainings to date. Additionally, the annual Earth Day Restoration and Cleanup days of service throughout state parks have resulted in 83,785 participants contributing more than 334,301 volunteer hours dedicated to park maintenance and improvements projects.

Responsibilities

Program Support

- Support the Program and Advocacy team in the development and execution of volunteerism strategies for state parks
- Update and maintain volunteer management online tools to promote and manage work days and volunteer opportunities
- Project manage high-priority volunteer events where event logistics, production and oversight is required
- Support the Program Manager by proactively anticipating potential problems regarding upcoming events (missing/conflicting information, weather, recruitment issues, calendar competition) and complying with all provisions the MOU and workplans before and after events
- Draft routine event emails and respond to routine questions regarding volunteer events and other CSPF programs
- Assist with program evaluation by developing and conducting a program assessment to be used for fundraising and future planning
- Assist with improving materials for volunteer leadership trainings
- Organize and prioritize work from multiple people to meet deadlines
- Perform other duties as assigned

Administrative

- Perform administrative duties such as answering phone calls and emails, typing reports and memos, taking meeting minutes, maintaining electronic and hard copy files, sending packages, creating and updating volunteer lists, check requests, and other duties as required
- Write clear, concise and accurate emails, memos and reports and edit correspondence for correct grammar, spelling and punctuation
- Design and place orders for event supplies and materials
- Process routine check requests and maintain spreadsheet of expenses

Communications

- Coordinate with key partners, consultants and stakeholders on target volunteer events
- Update and coordinate with various departments within the organization when needed
- Draft program-specific copy for newsletters, social media, and additional platforms
- Produce flyers and conduct outreach for upcoming events by posting to online community calendars and online newspapers

Qualifications:

- 2-3 years' experience working in a professional office
- General knowledge of office procedures, and office equipment
- Strong communication skills
- Proficient in Word, Excel, PowerPoint, Outlook
- Salesforce knowledge helpful
- Basic math and standard English grammar; must be able to proofread work for accuracy
- Experience working with diverse constituents
- Interest in volunteer management or environmental education
- Spanish speaking and writing skills helpful

Compensation and Benefits:

The salary range for this exempt position is \$50,000-52,000, depending on experience. Employee benefits include medical, dental and vision insurance; 401k retirement plan; pre-tax commuter benefits; and paid vacation, holidays and sick time.

To Apply:

Please send a cover letter and resume in a single PDF file to careers@calparks.org.

Subject Line: Program Coordinator.

No telephone calls please.