



# ***San Juan Mountains Association***

**EXPLORE ♦ LEARN ♦ PROTECT**

## **JOB ANNOUNCEMENT North Side Program Coordinator**

### **Job Summary**

San Juan Mountains Association (SJMA) serves as the interpretive partner to federal land management agencies in southwest Colorado. As visitation to our public lands continues to grow, SJMA is seeking a dedicated and dynamic individual to strengthen partnerships, expand our outreach efforts, and manage both educational and stewardship initiatives in the northern San Juan Mountain region. The North Side Program Coordinator will play a key role in advancing SJMA's mission by engaging the public through education, volunteerism, and stewardship. This position plays a pivotal role in developing and managing partnerships with local organizations, recruiting and training volunteers, and implementing outreach programs that promote responsible recreation and sustainable stewardship. A significant focus of this role will be to catalyze a deeper understanding of local ecosystems, outdoor ethics, and the importance of public land conservation with the general public. The North Side Program Coordinator will also assist with school programs and interpretive events, ensuring that both visitors and residents have meaningful learning experiences in the outdoors. Additionally, this position will support SJMA's stewardship efforts, collaborate with land management agencies, and support Top of the Pines. This is an exciting opportunity for an independent, self-motivated individual who is passionate about public lands, enjoys working with people, and thrives in a role that blends education, community engagement, and hands-on stewardship.

### **LOCATION**

This position is remote. Candidates must reside in the northern San Juan Mountain region, with preference given to those living between Silverton and Ridgway. This position requires the ability to travel.

### **HOURS**

This is a full-time, permanent position. While the typical work week can be flexible, it will include weekends and some evening hours. Hours are typically 9:00 am to 5:00pm.

### **Skills and Qualifications**

- Experience with volunteer and event coordination
- Demonstrated experience coordinating and executing a variety of field projects
- Serve as an effective spokesperson for SJMA
- Assist in special events that promote SJMA, public lands stewardship, and education.
- Experience with (or willingness to learn) fundraising through grant writing and membership development
- Ability to manage multiple projects at a time
- Excellent interpersonal skills
- Strong organizational skills with attention to detail
- Computer literacy, especially with Google Suites, Neon (CRM), Volunteer Local, and Microsoft applications, importing/exporting data files and working with spreadsheets
- Strong written and verbal communication skills

- Ability to work proactively and with teams
- Reliable and punctual
- Knowledge of southwest Colorado
- Ability to work with partner organizations, and land management agencies to provide an engaging public-facing educational presence
- Motivated self starter
- A current WFA or WFR is preferable
- Demonstrated public engagement and/or education experience
- Independent and self directed, comfortable being outdoors and occasionally alone
- Familiarity with Leave No Trace principles
- Reliable, friendly, and personable

## **EDUCATIONAL REQUIREMENTS**

A degree or relevant coursework in environmental science, ecology, outdoor education, or a related field is required.

A valid Colorado Driver's License is required, as well as a good driving record. A personal vehicle will be used on occasion and mileage reimbursed at a rate pursuant to organizational policy.

## **COMPENSATION PACKAGE:**

This is classified as an hourly position with a starting wage between \$21-23.50/hour. The full-time salary equivalent is between \$43,680 - \$48,880. Benefits include health insurance and a retirement plan. SJMA observes all federal holidays and offers a generous paid time off policy.

## **To Apply**

Anyone interested in the position should submit a cover letter, resume and writing sample in one PDF document. The cover letter should succinctly describe the applicant's goals, suitability for the position, and other pertinent facts that may not appear in the resume. Please send the application package to [jobs@sjma.org](mailto:jobs@sjma.org). Applications will be accepted on a rolling basis, but review of packets will begin March 16 so candidates are encouraged to apply early.

No phone calls please. SJMA is an equal opportunity employer.

All offers of employment will be subject to satisfactory completion of a background check and drug test.

## **ABOUT SAN JUAN MOUNTAINS ASSOCIATION**

Founded in 1988, the San Juan Mountains Association (SJMA), promotes the exploration and protection of public lands in Southwest Colorado through stewardship and conservation education for people of all ages.

**EXPLORE:** Through visitor information centers throughout the San Juan Mountain region, we provide guidance on where to go and how to enjoy the outdoors safely and responsibly.

**LEARN:** Through in-school lessons, field trips, summer camps, afterschool programs, interpretive hikes for adults and community events, we aim to inspire conservation ethics in all ages.

**PROTECT:** Through paid and volunteer stewardship programs, we help protect natural and cultural resources and encourage public lands visitors to minimize their impact.