



Friends of the Front Range Wildlife Refuges

Position Title: Generation Wild NEMC Program Coordinator

Location: Rocky Mtn. Arsenal National Wildlife Refuge, 6550 Gateway Road,
Commerce City, CO | *Remote work available



Starting Salary Range: \$55,000-\$60,000

Status: Full-Time, Exempt

Start Date: August/September 2024

Reports to: Executive Director, Friends of the Front Range Wildlife Refuges (FFRWR)

Application Process: To apply, please send a single PDF to BOARD@ffwr.org with a resume and cover letter explaining how your experience aligns with the position. Please reference **Generation Wild NEMC Program Coordinator** in the subject line of your email. Please read about Friends of the Front Range Wildlife Refuge at www.FFRWR.org and GenWild NEMC at www.generationwildnemoc.org

Application Deadline: by August 9th at 5pm. Interviews may occur as qualified candidates apply.

Organizational Overview: The mission of the **Friends of the Front Range Wildlife Refuges** (FFRWR), a certified 501(c)3 organization, is to support and promote the Rocky Mountain Arsenal National Wildlife Refuge (RMANWR) and Rocky Flats National Wildlife Refuge (RFNWR) in their efforts to conserve and restore native habitat and wildlife, as well as to provide meaningful opportunities for the public to experience wildlife and nature near a major metropolitan area. FFRWR also raises funds for refuge programs by running the store in the RMANWR Visitor Center, Nature's Nest, maintaining an active donor base, and by hosting an annual fundraising dinner and silent auction. FFRWR is the fiscal sponsor of Generation Wild Northeast Metro Coalition (NEMC).

Generation Wild NEMC serves Commerce City, northwest Aurora, and Denver's Montbello and Northeast Park Hill neighborhoods. Generation Wild NEMC is one of several coalitions that receive Great Outdoors Colorado (GOCO) funding. GOCO funding provides backyard to backcountry outdoor experiences for youth. The coalition works to connect youth with the great outdoors statewide while creating safe, close-to-home outdoor places for kids. Generation Wild NEMC partners include, Commerce City, Aurora, Denver, US Fish and Wildlife Service/Friends of Front Range Wildlife Refuges, Colorado Parks and Wildlife, Bluff Lake Nature Center, Boys & Girls Clubs of Metro Denver, ELK – Environmental Learning for Kids, Groundwork Denver, Mile High Youth Corps, Sand Creek Regional Greenway Partnership, and The Urban Farm. FFRWR provides and employs the Generation Wild NEMC Program Coordinator and any other additional Generation Wild NEMC staff.

General Summary of Position:

This a grant-funded position through July 2026 with potential to continue in the next grant cycle. The coordinator will be tasked with keeping the Generation Wild NEMC efforts on track to meet our vision, goals, and budget within the 2-year grant cycle, July 2024- July 2026. The position works collaboratively with the partners of the Generation Wild Northeast Metro Coalition respecting consensus-based model of decision-making and providing direct, in-person support to coalition members. Strong leadership and support are available from the FFRWR Board of Directors, coalition leaders, GOCO staff, and RMANWR staff. Benefits include stipend for health care, annual leave, sick leave, maternity leave, and remote work options.

Essential Duties & Responsibilities

Grant Management, Reporting, and Compliance

- Understands expenditure of grant funds per the annual budget and provides transparent accounting and reporting on those funds.
- Prepares annual GOCO Advance Request forms, Actual Work Completed reports, Final Budget and Work Plan reports, and other reports as required by funders.
- Reviews, collects, and stores invoices, receipts, reports, and documents of Generation Wild NEMC Programs and Pathways according to GOCO approved work plans.
- Collects cash match and tracks cash and in-kind match from coalition partners.
- Performs financial management and bookkeeping of Generation Wild NEMC, with the support of an outside accountant per generally accepted accounting principles (GAAP), reporting monthly to the coalition partners and FFRWR.
- Collects and inputs evaluation data for the GOCO required program evaluation tools and coordinates with GOCO on evaluation processes. Shares evaluation data with GOCO consultants and coalition partners.
- Coordinates with GOCO staff, responds to their directives, and attends Shared Learning and other conferences upon request by GOCO and other funders.
- Ensures program operates in compliance with GOCO, coalition partners, Coordinating Committee, and City of Commerce City, City and County of Denver, and City of Aurora goals and objectives, pertinent laws, expectations and rules and regulations.

Partner Support

- Builds partnerships and maintains positive collaborations with partners, governmental agencies, non-profits, and community organizations to meet the needs of the project.
- Coordinates with partners for new GOCO Grants in 2025 and beyond.
- Organizes Generation Wild NEMC meetings, providing coordination, facilitation, and negotiation services monthly.
- Supports programming in coordination with partners including attending outreach events by and for coalition members.
- Coordinates internal and external communication of Generation Wild NEMC activities, successes and challenges through social media sites and the website.
- Writes an annual report to GOCO describing programs and pathways and illustrating with photographs from the activities of that year.
- Works with the 2020 strategic plan and provides focus on the strategic plan to coalition partners.
- Recommends program procedures, guidelines, standards, and policies to achieve program goals and objectives and determines changes that need to be made based on feedback from the coalition partners, and with the coalition, develops, and/or modifies those guidelines.

Youth Council Coordination

- Conducts annual recruitment of Youth Council members and undertakes annual evaluation of Youth Council member's experiences on Youth Council.
- Coordinates projects and activities of the Generation Wild NEMC Youth Council coordinating with partners and RMANWR.

FFRWR Requirements

In addition to the primary job responsibilities described above, FFRWR requires the following of all employees:

- Follow administrative, financial, technology, and other organization-wide policies and risk management protocols.

- Collaborate respectfully and productively with co-workers aligning with FFRWR's overall mission.
- Attend all staff meetings and other meetings as assigned by General Manager.
- Responsibilities and support specifically for the purposes of FFRWR will be compensated by FFRWR. There may be occasions where this position may call upon Friends or refuge staff for support given the collaborative nature of this position and the organization.

Qualifications:

- Bachelor's Degree and 2 years of experience working collaboratively with non-profit organizations or government agencies. Or associate's degree with 3-4 years of experience working collaboratively with non-profit organizations or government agencies. Substitution of relevant work experience for college degree will be reviewed.
- Experience in office administration, general bookkeeping, accounting systems and procedures
- Experience managing, programs, procedures, goals, and performance measures in government and nonprofit sectors preferred.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Possesses knowledge of accounting principles, finance, and budgeting.
- Strong organizational and time management abilities with the ability to accurately track the status of multiple projects conducted by various partners.
- Proficiency in computer software programs, including QuickBooks (Online), Excel, Word, Zoom, Adobe, Egnyte, and others needed to do the job.
- Work as part of a team, and with varying seniority levels, including staff, board members, USFWS managers, grantors, contractors, youth and partners.
- Considers different points of view and uses collaborative feedback to reach mutually beneficial agreements.
- Excellent communication skills, both written and oral - enthusiasm for keeping people informed and excited about the work of the coalition through social media, press releases and regular updates.
- Demonstrates ability to work independently without close oversight. As a remotely-officed employee, it is critical that the coordinator can work independently, but also hold a regular schedule and connect with the FFRWR office staff on a regular basis.
- Willing to work flexible hours as program schedules and needs require.
- Ability to speak Spanish a plus.

Hours and Compensation: Benefits for full time employees include a stipend for health, dental, and vision insurance, paid vacation, holidays, sick leave, and professional development opportunities. Hours of work include 40 hours per week, exempt status. Flexibility to work one or two days from home each week. Compensation will be determined based on experience, within the range of \$55,000-\$60,000.

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*Friends of the Front Range Wildlife Refuges is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans. **Requirement: A background check will be completed and must be approved prior to the start of work.***