



Job Announcement: Outreach Coordinator

June 17, 2021

BACKGROUND

The Northwest Avalanche Center (NWAC) is a collaborative effort between the US Forest Service Northwest Avalanche Center and the nonprofit Northwest Avalanche Center. The mission of NWAC is to increase avalanche awareness, reduce avalanche impacts, and equip the community with mountain weather and avalanche forecasts, education, and data. This position is funded and managed by 501(c)3 non-profit arm of NWAC.

NWAC is committed to creating a diverse and inclusive workplace. We strongly encourage *women, people of color, LGBTQ+ individuals and gender non-conforming candidates to apply*. The outdoors should be for everyone, and we know that has traditionally not been the case, with many people being left out of outdoor recreation opportunities. We recognize the need to confront this inequity within our organization. NWAC is actively working to create more avenues for BIPOC, women, and LGBTQ+ communities to work in the outdoor space and have opportunities to add their lived experiences to the organization's voice. Through long-term initiatives, NWAC will continue working towards systemic change in the outdoor industry to ensure greater equity and inclusivity. We believe the voices of NWAC need to reflect the diversity of all our communities.

POSITION SUMMARY

We are currently seeking an Outreach Coordinator (OC) to manage data and logistics around NWAC events, education, and volunteer coordination. This is an entry level position with the possibility of growth in hours and responsibilities in future years. The ideal candidate is someone interested in working with volunteers and feels comfortable handling multiple projects at once. While a passion for the outdoors and public safety is preferred, ***backcountry experience is not required for this role.***

Education Coordination

NWAC strives to meet otherwise unmet needs in regional avalanche education. Each year we put on hundreds of introductory slideshows with our "Avalanche Awareness" programs. The Outreach Coordinator will work with host organizations to staff classes with our instructor team made up of part-time and very occasional instructors.

Outreach Coordination

NWAC uses a variety of in-person and virtual tools to reach and engage new users. The Outreach Coordinator will be responsible for ensuring in person outreach events are staffed by volunteers and they have all the information they need to speak on behalf of NWAC.

Event Coordination

NWAC coordinates events internally and works with partner organizations for events to be held on our behalf. The Outreach Coordinator will work with the Communications Manager to coordinate all event logistics.

Volunteer Coordination

NWAC relies on an extensive network of volunteers to support our work. The Outreach Coordinator will staff, track, and oversee volunteers at NWAC events, outreach, and office work.

PRIMARY RESPONSIBILITIES

Education

- Fielding requests from host organizations
- Maintaining the program calendar
- Reaching out to local schools, clubs, and outdoor organizations
- Staffing programs
- Handling correspondence and invoicing with hosts and instructors
- Collecting participant data from programs





NORTHWEST AVALANCHE CENTER

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Outreach

- Executes planned outreach events and coordinates logistics around regional variances
- Schedules volunteers and provides all pertinent information
- Complies reports around efficacy and reach of programs

Events

- Coordinates all logistics including venues, calendaring, timelines, ticketing
- Schedules volunteers and provides pertinent information
- Reaches out to host organizations and responds to requests
- Builds tutorials around volunteering

Volunteers

- Tracking volunteer hours in Salesforce
- Maintaining a list of interested and active volunteers
- Staffing volunteers at all events by NWAC, events by others, and Trailhead outreach

REQUIRED QUALIFICATIONS

- Working knowledge of equity and a commitment to inclusion
- Strong attention to detail
- Competence with shared calendars, shared spreadsheets, and clear, timely email communication
- Ability to work collaboratively with a team
- Self-motivated with strong problem-solving abilities

RECOMMENDED SKILLS

- Passion for snow sports and avalanche education/safety
- Experience with Salesforce
- Experience coordinating volunteers
- Experience working in non-profits

WORKING CONDITIONS

- The job is located at the Northwest Avalanche Center's office in North Bend, Washington. All staff will be required to work three days per week from the office with the option of two remote days per week.
- The position is a .75 FTE position with no planned work for the months of June and July

BENEFITS

- Hourly compensation from \$17 to \$20 depending on experience
- Level 1 or 2 avalanche course
- Health insurance stipend
- Free and discounted outdoor ski passes, clothing, and gear through industry partners
- Opportunity for growth within the non-profit team

HOW TO APPLY

Interested applicants can send resume and cover letter as PDFs to info@nwac.us; other formats will NOT be considered. Competitive candidates will submit a focused cover letter that includes your motivation to work in the outdoors space and concrete examples of the required qualifications. Please write *Outreach Coordinator* in the subject line of your email.

Applications will be accepted until the position is filled. Expected start date is August 10th, 2021.

