



POSITION ANNOUNCEMENT: PROGRAM COORDINATOR

Grand Canyon Conservancy (GCC) is currently hiring for a Full-Time Program Coordinator. This position is based either at the South Rim of Grand Canyon or in Flagstaff, AZ. Grand Canyon Conservancy is the official nonprofit partner of the Grand Canyon National Park and has many programs that help raise funds for Grand Canyon as well as support many valuable programs at the Grand Canyon. If working for the nonprofit partner of Grand Canyon sounds interesting to you, please read more about the position below and be sure to apply on our website: <https://www.grandcanyon.org/about-us/job-opportunities/>.

The primary responsibilities of the Program Coordinator are to support the Grand Canyon Conservancy Field Institute (GCCFI) with a variety of administrative and clerical duties, managing logistics, articulating program offerings to potential participants on the phone and via email, meet and greet duties for South Rim classes, and assisting in the facilitation of GCCFI classes in the field. This position is based in Flagstaff with travel to the South Rim of Grand Canyon and reports directly to the GCC Director of Operations.

PRIMARY RESPONSIBILITIES

Duties vary with the workload, and could include, but are not limited to, the tasks listed below.

Administrative and Programming Support

- Communicate directly with GCCFI participants via email or phone
- Collaborate with GCC Marketing to develop and produce in-park digital content
- Conduct market research for digital offerings
- Work with the Senior Program Coordinator and Director of Operations to develop planning around the resumption of Field Institute programming
- Computer entry into Raisers Edge of pertinent enrollment information
- Deposit checks/cash and credit card payments
- E-mail student confirmation
- Screen potential GCCFI participants for physical abilities
- Order and track inventory of GCCFI logo wear
- Quarterly reporting of enrollment to Director
- Monitor main GCCFI e-mail account
- Send pre-class e-mail to class participants and instructor version to the instructor
- Monitor petty cash
- Add and edit class content to GCCFI web pages
- Update class-related documents such as equipment lists and other correspondence
- Lead all logistical and timeline efforts for the annual Hiking Guide Training Seminar

Course Logistics

- Plan and execute class-related logistics and reservations including:
 - Mather & North Rim Campgrounds
 - Trailhead shuttles
 - Community Building
 - Lodge Rooms
 - Mule Duffel Service
 - Instructor in-park housing
 - Backcountry permits for classes camping overnight in the canyon

- Prepare final class information including backcountry permit, participant list, medical synopsis, first aid kit, Satellite Phone, etc. for instructors
- Assist in the following:
 - Driving shuttle vans for classes
 - Classroom set-up and breakdown
 - Collecting Assumption of Risk forms and Post-Class surveys before/after courses

Provide instruction and backup instruction for classes as needed based on experience and certifications

- May accompany primary instructor with classes destined for remote areas
- May assist an instructor for both “on-demand” and scheduled classes
- May assist participants experiencing difficulties in exiting the canyon

MINIMUM QUALIFICATIONS

- 1 to 2 years of experience in Data Entry
- Valid AZ Driver’s License
- Experienced Hiker in good physical condition with no limitations that would prevent hiking in remote areas of Grand Canyon
- Extensive knowledge of the trails in Grand Canyon

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Ability to effectively interact with others; displays effective listening skills, generates trust, maintains a positive attitude and sense of humor, establishes rapport, sensitive to diverse viewpoints and communication styles
- Ability to foster change and promote a positive and productive workplace environment
- Ability to perform data entry and keep accurate records of deposits and payments made
- Ability to work evenings and weekends as needed
- Excellent communication skills, both oral and written
- A deep interest in the mission of GCC and understanding of the organizational structure

GCC CORE VALUES

GCC has identified four core values that represent how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the “awe” of Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

WORKING CONDITIONS

Must be in good physical condition with no limitations that would affect hiking ability on short hikes into the Grand Canyon.

TOTAL COMPENSATION

This is a full-time, non-exempt, benefit-eligible position, based in Flagstaff, AZ, or at the South Rim of the Grand Canyon. Salary is commensurate with experience. There is no housing available at Grand Canyon for this position.

GCC provides a comprehensive benefits package. As a full-time employee, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, Canyon Experience Days and a 401K retirement plan.

Grand Canyon Conservancy is an Equal Opportunity Employer