

Program & Stakeholder Engagement Coordinator



About the Organization: The Pikes Peak Outdoor Recreation Alliance (PPORA) is a small and growing nonprofit organization that convenes, unites, and advocates for the region's outdoor leaders. As a Colorado Outdoor Regional Partner, PPORA is impacting the future of the region through advancing conservation and recreation priorities and building collaboration among outdoor businesses, nonprofit stewardship and conservation organizations, recreation user groups, and land management governmental entities.

About the Position: The Program and Stakeholder Engagement Coordinator is an experienced and dynamic individual with a strong passion for the outdoors and community impact. They are responsible for providing support to the Executive Director in the coordination and details of the organization's programs and support to and engagement with stakeholders to further the mission of PPORA. The position is classified as Non-Exempt, Regular Full-time at 40 hours per week and is supervised by the Executive Director.

Position Responsibilities Include:

Programs

- Supporting the Outdoor Pikes Peak Initiative – the regional planning effort balancing recreation and conservation led by PPORA
- Updating, improving, and promoting the organization's user-focused website, www.pikespeakoutdoors.org
- Assisting in managing the PPORA Stewardship Fund to make meaningful impact to the region's trails

Events

- Coordinating all aspects of the organization's events, including securing venue, engaging vendors and contractor providers, speaker/sponsor/volunteer recruitment, promotion, etc. Events currently include the State of the Outdoors, Pikes Peak Outdoor Industry Leadership Summit, Get Outdoors Day, Outdoor Industry Job Fair, and occasional stakeholder gatherings
- Conducting evaluation activities (surveys, reports, etc.) for each event and program
- Coordinating event sponsor, volunteer, and attendee communications

Stakeholder Engagement

Outreach and engagement with the organization's stakeholders/partners, to include:

- Helping plan and lead Advisory Council, Outdoor Pikes Peak Initiative, and committee meetings
- Meeting one-on-one with industry leaders to learn needs and how best to support them and connect them to one another and resources
- Support stakeholder needs and help promote them through PPORA's various communications such as website content, newsletter stakeholder highlights, in the community, sharing their events on social media, etc.
- Additional stakeholder outreach and support as needed.

This description is not all inclusive and there may be additional duties, as needed, from time to time.

Qualifications/Requirements:

Education and Experience

- Bachelor's degree or higher education (relative work experience will be taken into consideration)
- Five years or more experience in a professional environment, preferably in a related field
- Nonprofit organization experience is desired

Skills

- Self-directed and detail-oriented with effective time management skills
- Ability to handle multiple projects simultaneously
- Ability to learn and master new tasks quickly
- Ability to work independently, take initiative, and bring projects to completion
- Ability to effectively collaborate with internal teams and external partners and contractors
- A "can do" attitude and a willingness to adapt and modify plans when circumstances demand
- Excellent written and oral communication skills
- Committed to building positive relationships with all stakeholders, across levels, roles, and functions
- Personal qualities of integrity, respectfulness, and a commitment to and passion for the mission of PPORA
- Positive and enthusiastic personality with a heart of service
- High level of competence in Microsoft applications (i.e. Word, Excel, PowerPoint), Google Suite, and Zoom
- Flexibility to work a handful of evenings or weekends for special events
- Ability to lift materials such as office and event supplies – up to 20 pounds

What We Offer:

- Salary range of \$22.00-25.00, commensurate with experience
- Flexible schedule, primarily in-office with partial work-from-home option
- Two week's vacation (accrued annually)
- 10 Paid holidays
- Paid sick time
- Health Insurance contribution
- Opportunity to impact the future of outdoor recreation in the Pikes Peak region
- Opportunity to build relationships with federal, state, and local outdoor industry and community leaders, including government agencies
- Advancement opportunities as this young nonprofit organization grows
- Fun and meaningful work!

To apply, send a cover letter and resume to jobs@ppora.org and indicate the position title: Programs & Stakeholder Engagement Coordinator.