Job Title: Program Manager
Location: ELK Office, 12680 Albrook Dr. Denver, CO 80239
Status: Fulltime

Compensation: This is a full-time position with a hiring range of $58,000-$62,000 plus benefits described below.

To Apply Please email a cover letter, resume, and three references to Kim Weiss, kweiss@elkkids.org. Applications are accepted on a rolling basis. We encourage applications before July 30, 2023, job post will be open until filled.

Background
Environmental Learning for Kids (ELK) is an inclusive non-profit organization that develops inspired and responsible leaders through science education and outdoor experiences for underserved, urban youth ages 5-25 and their families. ELK Inspires youth to have high expectations of themselves by exposing them to the outdoors and engaging them in service-learning projects. For many of ELK’s youth it’s their first experience with the outdoors. ELK Educates youth through environmental sciences, experiential learning and equitable access embedded in all programs and activities to further students’ understanding and attitudes toward science, nature, their communities, college, and careers. ELK transforms youth by endowing them with increased academic skills, civic and community leadership, environmental stewardship, and employment opportunities.

Job Summary
The Program Manager (PM) plays a critical role in developing and implementing educational strategies to inspire and empower young individuals to become leaders. The PM supervises and mentors ELK’s programs including School-based programs, Denver Youth Naturally (DYN), Youth in Natural Resources (YNR), Learning Environmental Activities for Families (LEAF), and on-site Programs in the Education Center. This position supervises oversees all educational curricula design, correlation to Colorado State Teaching Standards and long-term measurable outcomes; program evaluation and tracking; outreach events, supervising program database system; and cultivating strong relationships with stakeholders. This position works with the Associate Director to ensure that all education strategies are met and is instrumental in helping achieve ELK’s mission of cultivating a diverse community of leaders and environmental stewards by increasing outdoor equity. Some evening and weekend work is required in meeting the position responsibilities.

Key Duties and Responsibilities

Leadership and team culture: Provide leadership, mentorship, and guidance to a team of education coordinators. Conduct regular weekly check-ins, performance evaluations, offer professional development opportunities, and foster a positive, inclusive, and collaborative work environment.

Program Development: Collaborate with the ELK team to design and develop innovative educational programs that align with ELK’s mission, vision and values of diversity, equity, justice and inclusion, lifelong experiential learning, access to nature and social emotional learning. This involves creating engaging curriculum materials, hands-on activities, and outdoor learning experiences that promote environmental
awareness and stewardship. The Program Manager will also be responsible for overseeing all program logistical needs included but not limited to gear, transportation, tools, equipment, etc.

**Program Evaluation and Reporting:** Develop and implement evaluation strategies to measure the effectiveness and outcomes of ELK’s programs. Generate reports and communicate findings to leadership, and other stakeholders to demonstrate program success and promptly inform future improvements.

**Curriculum Development and Implementation:** Lead the co-creation and implementation of educational programs, ensuring alignment with relevant standards and guidelines. Train and support ELK staff, and partners in delivering effective and impactful environmental education and outdoor experiences.

**Community Outreach:** Cultivate relationships with schools, community organizations, and other stakeholders to expand ELK’s reach and impact. Collaborate with partners to develop joint initiatives and secure funding opportunities for educational programs.

**Budget Management:** Work closely with ELK leadership to develop, manage and oversee the organization program budget. Ensure fiscal responsibility and effective utilization of resources to maximize program outcomes.

**Joy:** Contributes to a positive, productive workplace through open communication, problem solving, sense of humor, and dedication to achieving ELK’s mission and goals.

**Other Duties:** In addition to your regular responsibilities, all staff are expected to participate at some level in organizational priorities including helping in certain fundraising efforts, taking part and leading some administrative or operational processes, and committing to our organizational efforts around equity & inclusivity.

**Required Qualifications**

*Education:* Bachelor’s degree in Education, Environmental Sciences, Zoology, Wildlife, Biology, Resource Management, Outdoor Learning, or equivalent science-based degree

*Experience:* 3+ years of teaching; 2+ years of supervisory experience with a similar size team.

CBI/FBI Background check required. Must be able to work outdoors in all weather conditions for extended periods of time. Must be able to lift 30 lbs occasionally. Valid driver’s license required.

**Knowledge, Skills & Abilities:**

- Ability to build genuine relationships with diverse, multicultural youth and families.
- Experience delivering informal education programs through in-school, after-school, environmental education, or summer camp programs.
- Experience instructing outdoor recreation in urban and/or wilderness settings.
- Resourceful and able to work independently with minimal direction and supervision.
- Passion for outdoor recreation programs, field-based projects, and camping
- Excellent presentation and communications (written and oral) skills to effectively communicate with diverse audiences; proficiently read, write and converse in Spanish a plus
- Must be able to proficiently use Microsoft Office applications, including Word, Excel, PowerPoint and Outlook
- Ability to work on a team and develop good team relationships with coworkers, Board, volunteers and key stakeholder groups
- The ability to be flexible, adaptable, to learn quickly, and function effectively in fast-paced and time-sensitive environment
- High level of professionalism, discretion and commitment to maintain confidentiality

**Benefits:**
- Subsidized Medical, Dental, Vision, insurance for the employee
- Optional participation in Flexible Spending Account
- Optional participation in group retirement plan with discretionary match
- Generous Vacation, Sick, and Personal leave
- Cellphone stipend
- Professional Development Opportunities