



FOUR WINDS NATURE INSTITUTE  
4 Casey Rd. Chittenden, VT 05737  
www.fourwindsinstitute.org



**Job Title:** Four Winds Schools/Communities Outreach Coordinator

**Job Overview:** The Four Winds Nature Institute Schools/Communities Outreach Coordinator will work to expand Four Winds programs' reach, impact and income by increasing the visibility of our programs and organization, and increasing the number of schools and communities served. This is a part-time professional position, flexible hours, with the opportunity to grow with the programs.

#### Program Outreach

- In partnership with Four Winds' leadership and staff, develop *Nature Program* and *Knee High Nature* strategic and program recruitment, retention and expansion goals.
- Outline and implement creative new ways to communicate about Four Winds with schools and communities across Vermont and in neighboring states.
- Represent Four Winds programs at schools and in communities to increase participation from new program enrollment both in-state and in neighboring states.
- Work with schools/communities to develop and implement volunteer recruitment strategies for programs.
- Engage current and former volunteers as well as enthusiastic teachers and principals as ambassadors, supporters, storytellers. Organize volunteer appreciation events.
- Work with leadership on evaluation efforts to document impact of the *Nature Program* and *Knee High Nature/Teacher Professional Development* in communities.

#### Communications

- Lead traditional and creative communication initiatives (like radio, newspapers, online, events, partner business/organizational events/initiatives, grassroots community outreach) to increase visibility of Four Winds' mission and program goals. Tell the story of Four Winds' work in a variety of media and a variety of ways.
- Contribute to regular communications with volunteers and donors -- new ways to tell our story and demonstrate our impact in communities.

#### **Qualifications:**

- B.S. or B.A. in Communications, Environmental Education, Education, or related field;
- Proven creative thinking and problem solving experience;
- Excellent public speaking and presentation skills, comfortable with audiences of all sizes;
- Solid research and writing skills and experience;
- Strong administrative and organizational skills;
- Home office, computer, internet access AND fluent in Microsoft Office suite and Google products;
- Possess a valid driver's license and reliable transportation;
- Ability to work independently and as part of a team – we meet as a full staff 4-6 times/year;
- Positive and enthusiastic work ethic!

**Compensation:** This is a part-time professional staff position. The hourly pay rate is \$22.75/hour. Work-related travel is reimbursed at the IRS-approved mileage reimbursement rate. Various other benefits including paid time off,

**To Apply:** Email a cover letter and resume to:

Lisa Purcell, Director

Four Winds Nature Institute

[lisa@fourwindsinstitute.org](mailto:lisa@fourwindsinstitute.org)