



## **Program Coordinator, Nature Rx (full time)**

Nature Rx is a collaborative initiative engaging health, parks, recreation/play, and city planning organizations and agencies across Philadelphia in a unified effort to increase the amount of time children and their families play outdoors. Lead partners of this initiative include the Children's Hospital of Philadelphia, the US Forest Service, the Schuylkill Center and Philadelphia Parks and Recreation.

### **Position Summary**

The Program Coordinator oversees the logistical planning and coordination of Nature Rx, coordinating efforts among the lead partners, engaging stakeholders, leading several projects within the larger initiative, and assisting with grant accounting and reporting. The Program Coordinator reports to the Director of Education.

### **Essential Duties and Responsibilities**

- Coordinate overall logistics of Nature Rx planning and implementation.
- Provide clear and regular communications with partners, while working closely with staff of partnering organizations.
- Oversee the development of project resources and deliverables, such as a website, park assessment pages and educational materials.
- Travel throughout the city to meet with partners and to audit green spaces.
- Work with the Director of Education in planning and leading regular partner and stakeholder meetings.
- Manage program evaluation data and summarize them in regular reports to the coalition.
- Assist with grant applications, reporting and fundraising as needed.
- Engage in other duties or projects as requested by the Director.

### **Expected Competencies**

- Strong communication skills and the ability to translate goals and objectives in a meaningful way to a variety of stakeholders.
- Excellent customer service skills, with ability to build relationships with constituents, partners and stakeholders based on integrity and trust.
- Strong work ethic and personal integrity displaying initiative.
- Adapt and be flexible with quickly changing environments.
- Team-oriented with strong interpersonal skills.
- Ability to make decisions wisely based upon available and sometimes limited data.
- Practice personal reflection and self-correction to assure continual professional development.
- Have sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.

**Qualifications and Requirements**

- A Bachelor's degree in one of the following: public health, social work or related degree; environmental science or related degree; environmental education, education or related degree. *Social work degree preferred.*
- At least 2 years of experience with logistical coordination and program planning.
- Experience collaborating with diverse partners and outside organizations.
- Experience working with youth from various cultures and backgrounds.
- Excellent communication skills and demonstrated ability in teamwork are essential.
- Employment contingent on passing background clearances.

**Physical Demands/Work Environment**

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to spend 1-4 hours at a time outside, at parks, trails and greenspaces across the city to conduct audits. Must be able to travel around the city for meetings and park audits. It is also regularly required to sit at a desk for hours at a time, stand, walk and use hands and arms to operate general office equipment (PC, telephone, file cabinets, copier, fax machine and printer). The noise level in the work environment is usually moderate to low.

**Compensation**

This is a full time salaried position with a full range of benefits, including vacation, health, dental, vision and retirement; salary is commensurate with experience. This is a grant funded, term position through 2019, with the potential to continue after 2019.

**To Apply**

Please submit your CV and cover letter and contact information for three professional references to Gail Farmer, Director of Education, [gail@schuylkillcenter.org](mailto:gail@schuylkillcenter.org). No phone calls please.

**We value a racially, ethnically and culturally diverse work community and we strongly encourage applications from people of all backgrounds. E.O.E.**