

**American Forest Foundation  
Job Description**

**Job Title:** Program Coordinator, Center for Environmental Learning

**FLSA Status:** Non-Exempt

**Reports to:** Director, Curriculum Programs

**Pay Grade:** 1

**Job Summary:**

The Program Coordinator provides administrative and programmatic support for the daily operations of the CEL programs.

**Essential Accountabilities/Responsibilities:**

The primary functions of this position include, but are not limited to the following:

- Respond to general inquiries about CEL programs and services
- Coordinate logistics for CEL exhibits at conferences
- Provide administrative support to program staff, including handling travel logistics, scheduling conference calls, conducting research, mailings, etc.
- Serve as the primary contact regarding Project Learning Tree (PLT) curriculum and outreach activities
- Coordinate Outstanding Educator Award nominations and award process
- Collect annual reports and summarize data obtained
- Coordinate order process for CEL publications
- Monitor inventory levels of CEL publications and coordinate shipments, as necessary, with off-site warehouse
- Coordinate pass through funding process for Center
- Coordinate collection, review, and data entry for participant surveys
- Assist with the planning and implementation of PLT's International Coordinators' Conference
- Provide administrative support for *GreenWorks!*
- Maintain contacts database and reporting
- Other duties as assigned

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree from an accredited college or university required.

Required specific experience:

- Knowledge of and familiarity with computerized information systems, including Microsoft Office suite and advanced understanding of Microsoft PowerPoint
- Experience working effectively with volunteers and staff members
- Ability to use independent judgment and to manage and impart information to a range of constituencies
- Excellent editing skills
- Attention to detail and excellent planning abilities
- Ability to manage multiple priorities, prioritize, and meet deadlines
- Effective written and verbal communication skills

**Language Ability:**

Ability to read, analyze, and interpret general business correspondence. Ability to write routine business correspondence. Ability to effectively present information and respond to questions from staff, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should be proficient on an IBM-PC using Microsoft Office, MS Word, MS Excel, MS PowerPoint, HTML, and various internet search engines. Experience with database applications required.

**Certificates and Licenses:**

None Required

**Required Personal Attributes:**

- Personable, outgoing, and flexible with the ability to work under pressure.
- Time management skills, with the ability to prioritize, coordinate and manage multiple priorities
- Ability to interact with a wide variety of constituencies, including staff, donors, and customers.
- Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve
- A sound work ethic with the ability to act both independently and as part of a team
- A firm commitment to working in a collaborative environment

**Supervisory Responsibilities:**

This position directly supervises the following positions:

None

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Atmosphere and environment associated with a normal office.
- The noise level in the work environment is usually moderate.

**Vision Requirement:**

Both close and distance vision are required to perform the duties of this job.

**Physical Demands:**

Some evening and weekend work is required, and occasional travel will be necessary.

The responsibilities outlined above are indicative of the physical demands 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.

<u>Activity</u>	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Stand	X		
Walk		X	
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch or crawl	X		
Talk or hear			X
Taste or smell	X		
Lifting/Carrying up to 10 lbs.		X	
Lifting/Carrying up to 25 lbs.	X		
Lifting/Carrying up to 50 lbs.			
Lifting/Carrying up to 100 lbs.			
Lifting/Carrying more than 100 lbs.			

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.*

\_\_\_\_\_  
APPROVED: Supervisor/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACKNOWLEDGED: Employee

\_\_\_\_\_  
Date