



Position: Alliance Coordinator

Reports To: Director, Programs

Location: Boulder, CO or Remote

FLSA Status: Non-Exempt

Background

Based in Boulder, CO, Protect Our Winters (POW) is a nonprofit that engages and mobilizes the outdoor sports community to lead the fight against climate change through educational initiatives, political advocacy and community-based activism.

Founded by pro snowboarder Jeremy Jones in 2007, POW works against climate change by turning passionate outdoor people into effective climate advocates. We are a community of athletes, thought pioneers and forward-thinking business leaders working to affect systemic political solutions to climate change. We work hard, but we enjoy taking our meetings to the outdoors.

The Opportunity

The position's role is to coordinate and serve as the main point of contact for the POW Alliance (which includes Athletes, Creatives, and Scientists), by coordinating and executing team communications, campaign participation, educational programming and events, day-to-day support, logistics, and tracking associated metrics. You will work alongside POW Team Captains and collaborate across POW departments to ensure the Alliance has the tools and resources it needs to serve as trusted messengers for POW's efforts.

Location: Boulder, CO or Remote

In this position, you will focus on:

Alliance Team Management:

- Serving as the main Alliance point of contact completing tasks such as: conducting regular 1:1 calls with Alliance members to collect and report back feedback and responding to requests and questions in a timely manner.
- Maintaining and updating Alliance profiles online, through POW's CRM, website, and various tools.
- Coordinating outreach to all Alliance members via the Team Captains to improve engagement and participation in POW's trainings, events, and campaigns.
- Coordinate and execute all communications with the entire Alliance via email and/or other communication platforms.
- Coordinating with the Communications Team to scale and amplify the Alliance success stories through POW's multiple channels.
- Tracking and reporting Alliance participation and engagement metrics for social media, campaigns, trainings/summits/webinars, and POW events through our CRM system and other tools.
- Coordinating and executing Alliance logistics, including travel, lodging, invoicing, activation/event/campaign expenses, materials, and merchandise.
- Supporting the development and execution of Alliance onboarding and engagement.
- Aiding in Alliance Programming.

Internal Events: Webinars, Trainings, and Summits:

- Project managing, organizing, and executing in-person trainings and monthly webinars for Alliance members.
- Supporting and coordinating speakers, programming, logistics, and event content.
- Coordinating and executing all Alliance communications regarding internal events.
- Project managing POW's Annual Summit, coordinating with all POW departments, contractors, and attendees.
- Lead in collecting, reporting, and implementing feedback from internal events to adapt and improve future programming for the Alliance, as well as tracking and reporting Alliance engagement and participation.
- Researching and recommending potential speakers, content, venues, and platforms.

Skills, experience, and qualities that will help you be successful:

- 2+ years of experience managing athletes and/or high-level stakeholders
- 2+ years of experience organizing and executing events
- Project management experience and experience working with a team
- A passion for the outdoors and a pulse on the outdoor sports community
- Basic understanding of climate change science
- Excellent written and verbal communication skills
- Excellent public speaking and presentation skills
- Ability to manage a dynamic workload with limited guidance
- Willingness to travel domestically approximately 10% or 6-8 times a year

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Physical demands and work environment

Must operate within the context of established objectives. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee will spend prolonged periods of time sitting at a desk and working on a computer. While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel, and reach with hands and arms.

Application

Please submit a cover letter, resume, and a writing sample (in 250 words or less) answering the question: "Why are you qualified to work with POW's Alliance members and high level stakeholders?" to work@protectourwinters.org with Alliance Coordinator in the subject line.

Deadline: June 13, 2021

Salary commensurate with experience, with a pay range of \$50,000 - \$55,000. Additionally, Protect Our Winters offers competitive benefits including healthcare, dental, retirement, and sick, holiday, and paid time off as well as a family-friendly, flexible work environment. This is a full-time, non-exempt, 40 hours per week, benefited position, reporting to the Programs Director.

If you meet more than 75% of the qualifications of this position, we encourage you to submit an application.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.