



Programs and Outreach Coordinator

Type: Full-Time, Salaried, Exempt, One-Year Contract

Salary: \$50,000–\$55,000, commensurate with experience

Application Deadline: Open until filled. Preference given to applicants submitting by August 25th

Location: Water Education Colorado Office, 4777 National Western Drive, Denver, CO 80216 (Flexible work from home schedule - Mondays and Fridays work from home Tuesdays - Thursdays in office)

About Water Education Colorado

Water Education Colorado (WEco) is a 501(c)3 nonprofit organization that provides policy-neutral news and informational resources, engaging learning experiences, and empowering leadership programs focused on Colorado's most critical natural resource: water. Since 2002, we've worked statewide to ensure Coloradans are knowledgeable about key water issues and equipped to make informed decisions for a sustainable water future.

We collaborate with diverse partners to reach a wide range of audiences—including lawmakers, water professionals, business leaders, educators, students, and community members. We publish *Headwaters* magazine, produce the Community Guide series, offer leadership and fluency programs, and host educational tours, webinars, and events across the state. Our programs are rooted in principles of equity and inclusion, and we are actively expanding our efforts to engage historically underserved communities, particularly Spanish-speaking Coloradans.

We offer a collaborative, supportive, and flexible work environment based out of CSU Spur campus at the National Western Center in north Denver.

Position Summary

The **Programs and Outreach Coordinator** will support the Programs Director with the planning, coordination, and implementation of WEco's full suite of programs and events, including *Water Leaders*, *Water Fluency*, the *River Basin Tour*, the *Sustaining Colorado Watersheds Conference*, and educational engagements for legislators and county commissioners. All of this, while expanding our reach to Spanish-speaking organizations or those working directly with the Latino, Chicano, and Hispanic Coloradans.

A significant part of this role is to blend in the Community Guides promotion with our programs throughout the year.

This person will work collaboratively with WEco staff and external stakeholders to ensure inclusive, engaging, and well-organized programming. The role also involves outreach to Spanish-speaking communities and supporting WEco's bilingual efforts.

The ideal candidate is highly organized, passionate about equitable water education, and capable of juggling multiple projects. They bring strong communication skills, attention to detail, and a commitment to learning and collaboration.

This position reports to the Programs Director.

Key Responsibilities

Community Guides Outreach and Spanish-Speaking Engagement

- Help to identify key partnerships across the state that enable us to increase our outreach towards Spanish speaking Coloradans
- Attend water-related events across the state to support brand awareness and outreach, while connecting folks with our resources, especially those recently updated and offered in English and Spanish
- Collaborate with Hispanic and Latino organizations to expand distribution of Spanish-language materials and increase program access
 - Responsible for the statewide distribution of our updated Spanish educational materials
- Provide updates regarding our grant funding for our Spanish-speaking outreach
- Support the team with the translation of small outreach materials such as flyers and handouts
- In partnership with other organizations, plan and implement our outreach strategy for promoting Community Guides and other resources
- Actively work alongside the Programs Director to inform and track the success of our outreach and program efforts

Program Support and Implementation

- Assist in the coordination of WEco's major programs in partnership with the Programs Director:
 - *Water Leaders*: Support logistics (venue booking, catering, virtual meetings, materials), assist with the application process, and provide day-of support.
 - *Water Fluency (in-person and online)*: Contact speakers, coordinate logistics, support registration, edit video lectures, and monitor online platforms.
 - *River Basin Tour*: Coordinate logistics, support tour planning, and serve as support staff on the road.

- Comfortable driving in the Colorado mountains.
- *Sustaining Colorado Watersheds Conference*: Attend planning meetings, manage materials, and provide logistical support before and during the event.
- *Legislative and County Commissioner Engagements*: Support planning, material prep, video editing, and day-of logistics.
- Support timely program evaluations through surveys and feedback collection.
- Maintain vendor communications and support programmatic purchasing.
- Support digital distribution and promotion of program content.
 - Support digital program content creation in coordination with the Marketing and Communication Manager.

Other Duties

- Support Program Director with any reports and documents needed to be presented to the Board of Trustees' Program Development Committee
 - Attend WEco Board meetings at least 3 times per year and support all program related communications
 - Support WEco's fundraising initiatives throughout the year
 - Complete all administrative and operational office tasks such as timesheets, expense reports, etc.
 - Commitment to WEco's values and Equity Principles adopted in 2020.
-

Qualifications

Required:

- Bachelor's degree or equivalent experience in a relevant field (e.g., communications, nonprofit management, education).
- Spanish fluency (spoken and written).
- Minimum of 2 years of professional experience in program support, education, or event coordination.
- Strong communication and organizational skills.
- Ability to manage multiple deadlines and work collaboratively.
- Passion for WEco's mission and a commitment to inclusion and accessibility.
- Experience with public speaking and leading outreach efforts to varied groups such as community and professional groups.
 - Experience working with Latino, Hispanic, Latinx, and Chicano communities is a plus

Preferred:

- Experience with community outreach or relationship-building, especially with historically excluded populations.

- Familiarity with nonprofit organizations.
 - Experience in Colorado environmental and water focused nonprofits landscape will be a plus.
 - Comfortable with video editing and online learning platforms.
 - Experience working with organizational social media accounts.
-

Physical Requirements

This position involves standard office work and event coordination, including:

- Occasional lifting of 25–40 pounds (e.g., event materials)
- Driving to events (valid license required) - Sitting and working at a computer for extended periods

WEco is committed to providing reasonable accommodations. If you require accommodations to perform these duties, we encourage you to apply and share your needs.

Compensation and Benefits

This is a full-time, salaried exempt position. Compensation includes:

- 75% employer-paid health, dental, vision, and life insurance
 - 4% employer contribution to retirement plan
 - Generous vacation, health leave, 11 holidays + birthday off
 - Hybrid work environment with remote flexibility after onboarding
 - One-year contract with possibility for renewal
 - The salary range for this position is \$50,000 - \$55,000, commensurate with background and experience
-

Equal Opportunity Statement

Water Education Colorado is committed to creating a diverse, inclusive, and equitable workplace. We strongly encourage applications from Black, Indigenous, and People of Color (BIPOC), LGBTQIA+ individuals, people with disabilities, veterans, and individuals from other historically excluded communities.

If you meet many but not all of the qualifications, we still encourage you to apply.

How to Apply

To apply, please email a cover letter and resume to jobs@wateredco.org and sabrina@wateredco.org, using “Programs and Outreach Coordinator” in the subject line.

In your cover letter, please address the following questions:

1. Why do you want to work with Water Education Colorado?
2. What makes you uniquely qualified for this job?
3. Where do you see yourself in 5 years, and how will this job help you get there?

No calls or drop-ins, please.