



NAAEE Seeking Natural Start Alliance Communications and Conference Coordinator

The North American Association for Environmental Education (NAAEE) seeks a well-organized professional with excellent communications skills to join our team as Communications and Conference Coordinator for our early childhood initiative, Natural Start. The Coordinator provides wide-ranging communications, event planning, and member engagement support to NAAEE's early childhood programs and outreach efforts throughout North America and beyond.

Key responsibilities include coordinating Natural Start's annual conference for nature-based early childhood professionals, including assisting with program development, coordinating communications, and overseeing day-of-event logistics, and coordinating Natural Start communications across various channels: website, social media, newsletter, online discussion groups, and press releases. In addition, the Coordinator assists the Council of Forest and Nature Preschool with member engagement in projects that support the growing nature preschool field. Preference for candidates with at least a Bachelor's degree and 2-3 years of communications and/or event planning experience. A background in, or dedication to learning about, environmental education, early childhood education, or related fields is a plus. We're looking for a team player with exemplary communication and project management skills, as well as the ability to work with a diversity of cultures and backgrounds, demonstrating a commitment to cultural competency, inclusion, and respect in all interactions.

The prospective candidate should be proficient in popular word processing software such as MS Word and Google Docs, experienced with various social media platforms, and comfortable creating, editing, and publishing content on blogs, websites, or newsletters. The ideal candidate should also have a track record of coordinating complex projects with multiple partners and moving parts. If you're a well-organized, creative, and enthusiastic professional with excellent communication skills who loves the environment and education and wants to help create a more sustainable and equitable future, this is the job for you.

See attached job description for full requirements and instructions on how to apply. Salary commensurate with experience. Applications accepted until the position is filled.



North American Association for Environmental Education (NAAEE)

Position Description

POSITION TITLE: Natural Start Alliance Communications and Conference Coordinator

REPORTS TO: Director, Natural Start Alliance

LOCATION: Preferably in the DC or greater Chicago areas, but will consider other locations

BASIC FUNCTIONS:

The Coordinator is responsible for managing the Natural Start Alliance annual conference, including overseeing the program, logistics, communications, volunteers, and other aspects of the conference. The conference is a growing, four-day event for 400+ participants. The Coordinator is also responsible for updating the website, posting news and ideas on social media, and developing media stories and press releases to promote the work of the Alliance. In addition, the Coordinator will work with the Director and other staff to develop a communications strategy for Natural Start, help provide support to Natural Start members and other audiences, and serve as the liaison with the Council of Nature and Forest Preschools.

This is a full-time, one-year grant-funded position with the possibility of renewal.

MAJOR RESPONSIBILITIES:

1. Coordinates the annual Natural Start Alliance Conference (40%)
 - Assists with the development of the conference program for nature-based early learning professionals from around the country and beyond
 - Coordinates all conference-related communications, including monthly conference calls, conference promotion, and communications with presenters, exhibitors, and participants
 - Oversees A/V, catering, signage, seating arrangements, and other day-of-event needs, and works with NAAEE staff and consultants to make sure all deadlines are met
 - Serves as main point of contact for conference venue representatives, partner organizations, consultants, presenters, and participants
 - Manages conference volunteers in collaboration with local partner organizations

- Plans and oversees the logistics on the day-of-event, working with volunteers, local coordinator, and other staff and consultants
 - Assists with the coordination of conference field trips to local early learning programs and sites
2. Coordinates the Natural Start Alliance Website and Other Communications (40%)
- In collaboration with other NAAEE staff, establishes an editorial calendar for the various Natural Start Alliance communication channels
 - Tracks Google Analytics and other measures of engagement with Natural Start content
 - Updates and maintains the Natural Start website, including soliciting, editing, and publishing content that engages members and priority audiences
 - Writes engaging social media posts, and coordinates topics/timing with NAAEE Communications & Web Specialist and eePRO Discussion Group Moderators
 - Writes, publishes, and tracks engagement with the monthly Natural Start Alliance Newsletter
 - Responds to public and media inquiries
3. Supports the Council of Nature and Forest Preschools (20%)
- Works with Council Committee chairs to create agendas and facilitate participation in meetings
 - Documents meeting outcomes and assists with follow-up
 - Assists with discrete Council Committee projects, such as establishing baseline information on nature-based early childhood education teacher preparation programs
 - Helps to formalize and evaluate relationships with local early childhood environmental professional groups, such as regional nature preschool associations and NAAEE state affiliates
 - Helps to track member participation in meetings, webinars, and other Council and Alliance activities

TRAVEL REQUIREMENTS:

The position requires occasional domestic travel.

POSITION REQUIREMENTS AND SPECIFICATIONS:

- Education: Strong preference for Bachelor's degree
- Experience: At least 2-3 years of experience with communication, event planning, and/or membership engagement, or other professional or personal experience that demonstrates strong communication and project management skills. Experience working

in, or dedication to learning about, early childhood education, environmental education, or related fields a plus

- Skills and abilities: Excellent organizational skills and the ability to work on multiple projects simultaneously. Excellent communications skills, including writing, editing, and presentation skills. Excellent interpersonal skills, including ability to work efficiently, with flexibility, creativity, and good humor. Demonstrated ability to build and maintain relationships with a wide variety of individuals and an interest in striving for excellence. Ability and willingness to work some evenings and weekends as needed to support the Natural Start Alliance Annual Conference and other special events. Position requires an individual who is culturally competent and can work with individuals representing a diversity backgrounds and perspectives.

HOW TO APPLY:

Please send a cover letter, resume, and two writing samples (ex. articles, blog posts, course papers, interpretive materials, etc.) to Emilian Geczi, Natural Start Alliance Director, at emilian@naaee.org