



JOB DESCRIPTION

POSITION: EarthEcho Program and Events Coordinator

STATUS: Regular full time

SUPERVISOR: Associate Director of Programs

LOCATION: Virtual, continental United States preferred

BACKGROUND

[EarthEcho International](#) is a nonprofit organization dedicated to building a global youth movement to protect and restore our ocean planet, a critical part of creating a sustainable and equitable future for all. Established by explorer and advocate Philippe Cousteau, Jr, in honor of his father, Philippe Cousteau Sr., and grandfather, legendary explorer Jacques-Yves Cousteau, EarthEcho has reached more than 2 million people in 147 countries, providing original education content, immersive training and leadership experiences, and active collaboration networks free of charge for youth and the community leaders who work with them.

Activating/engaging this youth audience is key to building a durable conservation movement that can move with the speed and audacity needed to transform the future. EarthEcho International is at the forefront of that work. Our core programs are designed as a path of action for youth to become leaders and change the world. We advance our mission by:

Building ocean, climate, and environmental literacy in youth

- We create and partner with renowned content creators to develop unique environmental content for classrooms focused on complex environmental issues.
- We provide professional development and funding opportunities for teachers to implement environmental STEM literacy in their classrooms.
- We leverage storytelling to educate youth about environmental advocacy and action.

Connecting youth to the broader community of ocean advocacy and activism

- We convene diverse stakeholders—young leaders, educators, corporations, foundations, nonprofits, governments, etc.—to collaborate and advocate for meaningful ways to protect and restore our ocean planet.
- We provide professional learning opportunities for youth leaders to build the skills necessary to grow the environmental movement.

Expediting and elevating youth-led ocean and climate action

- We facilitate youth engagement in environmental restoration and conservation projects across the globe that are grounded in the authentic needs of their local communities.

- We host an online community (GenSea) that unites nearly 1,300 young ocean advocates ages 13-25 for networking, learning, and collaboration to protect and restore our ocean planet—a hub for action and impact 365 days of the year

SCOPE

The Program and Events Coordinator plays a vital role in logistical support for the smooth operation of all of EarthEcho's programs working directly with a variety of audiences and EarthEcho partners. Our core programs are designed as a path of action for youth to become leaders and change the world. We advance our mission by building ocean and climate literacy in youth; connecting youth to the broader community of ocean advocacy and activism through convenings and professional learning opportunities; and elevating youth-led ocean and climate action. One of the primary ways we do this is through the formal and informal education partners who build capacity for EarthEcho to reach the critical mass of young people needed to effect global change.

As a dynamic position in the organization, the Program and Events Coordinator interfaces with multiple managers in the organization to coordinate events, support day to day function of specific program communication and updates, to ensure execution of programs.

KEY DUTIES AND RESPONSIBILITIES

Primary responsibilities include but are not limited to:

Event Planning and Coordination:

- In collaboration with various program managers and the Associate Director of Programs plan, organize, and execute in-person and virtual events for youth participants in EarthEcho programs, formal and informal educators, and EarthEcho partners.
- Manage event logistics, including venue selection, vendor coordination, and serve as the direct on-site point of contact for in-person events: arranging transportation, meals, accommodation, and other necessary provisions, in accordance with established budgets.
- Coordinate logistics for virtual events: update website, manage registration processes, communicate with talent and speakers, serve as primary point of contact for registered participants, and track and evaluate success metrics
- Collect and manage releases and permissions from program participants in accordance with EarthEcho International's Privacy Policy.

Program Coordination:

- Assist EarthEcho's Associate Director of Programs and various Program Managers in the development, implementation, and evaluation of programs, ensuring they meet established deliverables.
- Coordinate application and entry processes for various EarthEcho programs to achieve program deliverables.

- Collaborate with EarthEcho program staff to develop opportunities for the engagement of program partners and stakeholders to build capacity and ensure success of programs including but not limited to the distribution of supplies and/or marketing materials.
- Support virtual meetings, forums, and events on camera as needed in collaboration with EarthEcho program staff and partners

Participant Communication:

- Maintain clear and responsive communication with program participants, partners, and volunteers often serving as the primary point of contact
- Monitor general education inbox and ensure appropriate program staff are included in addressing inquiries, providing information, and offering support for the general public.

Marketing and Promotion:

- Guide by support from the Communications Manager and Associate Director of Programs, contribute to the development of marketing materials and promotional campaigns to increase awareness of EarthEcho International and its programs.
- In collaboration with program staff and guided by the Communications Manager, contribute assets and collateral to various reports including EarthEcho's Annual report
- Collect, catalog, and maintain visual/educational assets for program marketing including but not limited to photos, videos, artwork, lesson plans, toolkits, etc.
- Represent EarthEcho International at professional gathering and conferences as needed potentially tabling and/or hosting presentations or professional learning workshops.

Data Collection and Reporting:

- Support program staff in ensuring the distribution of pre/post assessment tools for all programs and events
- Develop, maintain, and document the implementation of protocols for health and safety around travel and in-person events involving youth and adult participants
- Collect and analyze data related to program and event outcomes.
- Prepare reports to track progress and impact for organizational leadership, and stakeholders.

Desired Skill Set:

In addition to **demonstrated experience** with the key duties and responsibilities listed above, a successful candidate will bring the following skills to the position:

- **Proficient Planning and Organizational Skills:** The ability to plan, organize, and execute tasks efficiently is crucial for coordinating events and managing applications and competition entries.
- **Clear Communication Skills:** Excellent written and verbal communication skills are essential for interacting with teachers, partners, and program participants. You should be able to convey information clearly and professionally.
- **Budget Management:** Experience in managing budgets and resources, ensuring financial responsibility.

- **Data Analysis:** Ability to collect and analyze program data, using it to inform decisions and demonstrate impact.
- **Marketing and Promotion:** Basic marketing and promotional skills to enhance the visibility of the nonprofit's initiatives.

Successful Candidates Demonstrate:

- **Ability to manage work streams:** Must be self-directed and experienced working in a remote/virtual environment.
- **Adaptability:** Capable of shifting focus momentarily to meet changing programmatic needs, ensuring tasks are completed on schedule.
- **Friendly Demeanor:** Cultivate a friendly and accessible demeanor when engaging with educators, collaborators, and the young individuals in our programs, nurturing positive connections.
- **Responsiveness:** Be prompt in responding to inquiries and issues during work hours, ensuring that communication flows smoothly and efficiently.
- **Collaboration:** Work effectively with colleagues and actively participate in team meetings, 1:1 meetings with Associate Director of Programs, partner and sponsor update, etc. to contribute to the success of EarthEcho's programs.
- **Detail-Oriented:** Ensure detailed assessment of detail when processing competition entries, organizing releases, and coordinating logistics, ensuring accuracy and reliability.

WHO WILL THRIVE IN THIS ROLE

We are looking for more than just hard skills and experience; we are looking for colleagues who share our values and add value to the culture of EarthEcho International by:

- **Connecting to our mission.** Do you believe that a youth movement will provide the durability needed to build a more sustainable world?
- **Thriving on Innovation:** Do you love to problem-solve and bring your own new ideas to life?
- **Committed to Justice, Equity, Diversity, and Inclusion in your work and life.** Do you understand that conservation and environmental work have historically and unjustly excluded communities, particularly BIPOC communities? Do you want to work with a team that centers social justice as essential to solving the challenges of a deteriorating ocean and climate?
- **Resourceful:** Are you able to work independently and develop potential solutions to overcome problems or limitations?

ADDITIONAL INFORMATION

- EarthEcho International is an Equal Opportunity Employer.
- Applicants must be authorized to work in the United States.
- Applicants should be able to pass a criminal background check in order to work with participants under the age of 18.
- Salary is in the \$50,000 range, commensurate with experience.
- EarthEcho offers a competitive benefits package.

TO APPLY”

Please send a cover letter and resume to jobs@earthecho.org and indicate “Program and Events Coordinator” in the subject line.