



Earthwatch Institute  
1380 Soldiers Field Rd., Suite 2700  
Boston, MA 02135

T: 1.978.461.0081 | 1.800.776.0188  
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info@earthwatch.org

## JOB DESCRIPTION

Last Update: 22 April 2021

## PROGRAM COORDINATOR

Location: **Boston, MA**  
Position Type: **Full-time, Exempt, Salaried**  
Reporting to: Program Manager  
Direct Reports: None  
Salary Grade: **\$36,565- \$42,745**

### About Earthwatch

For almost 50 years, Earthwatch has connected people from around the planet with world-class scientists to help change environmental policies, achieve critical conservation goals, and produce groundbreaking findings. We support real objective scientific fieldwork while connecting people to the environment in a personal and often profound way. Our participants contribute directly to urgent global environmental issues and have the adventure of a lifetime in the process.

Each and every staff member genuinely believes in our mission. The work we do isn't just a job; it's about ensuring a brighter future for our planet. We are passionate, committed to excellence, and supportive of one another - and we love science! Plus, we occasionally get to go out into the field to collect data and be a part of cutting edge hands-on field science.

### Position Summary

Earthwatch is seeking an organized and adaptable Program Coordinator responsible for supporting in the creation and delivery of citizen science programs. Coordinators are responsible for preparing participants and coordinating logistics for programs as well as stewarding scientists and partners. These programs range from 1 day domestic events up to 2 week expeditions in various countries around the world.

The successful candidate will possess exemplary customer service and communication skills. The role requires creativity and flexibility in an often fast paced environment. They will work closely with a team of Program Managers, Coordinators, and international programmatic partners to deliver on the Earthwatch mission.

### Essential Duties and Responsibilities

- Field incoming phone calls from general inquiries, potential and current participants during set business hours
- Collect and screen participant forms and other materials as appropriate
- Conduct outreach and run applications for grant-funded programs
- Coordinate events logistics (food, venue, transport arrangements, webinars etc.)
- Work across departments to resolve participant requests and questions
- Assist Program Managers with stewardship of scientists, funders, and partner organizations
- Collect and distribute materials to and from partners (research contracts, risk management documents etc.)
- Support the creation and dissemination of key program materials (project briefing, flyers, emails, website, etc.)
- Maintain program and participant data in CRM database
- Embrace other program delivery and performance roles, as needed

### Qualifications

- Bachelor's degree or equivalent life experience; and at least 1 year of work experience preferably in the non-profit sector, environment, education, sustainability, field research or customer service or any combination of education or lived or related experiences
- Exceptional organizational skills, attention to detail and accountability
- Ability to create and maintain positive relationships with program participants, members of the general public, and staff of varied cultural backgrounds
- Experience with balancing multiple priorities and working independently to meet deadlines
- Experience with facilitating and developing curriculum for experiential learning programs is a plus
- Spanish language proficiency is a plus



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### Company Benefits

- 401k retirement plan with 4% employer match
- Health insurance with health reimbursement, dental insurance and flexible spending accounts
- 100% employer paid life, long term disability and accidental death & dismemberment insurance, employee assistance program, and short term disability insurance
- Generous paid time off, paid holidays, and parental leave
- Potential for flexible working hours and/or regular work-at-home days
- Professional development opportunities, including professional development grant program, mentor program, internal and external training, conferences and more
- Fun employee engagement/appreciation events

Interested applicants should submit a resume and cover letter via: <https://earthwatch.org/about/jobs-internships/program-coordinator>

**No phone calls please.** Due to limited resources, we are only able to accept applicants who are already eligible to work in the United States.

**Earthwatch is an equal opportunity employer.** We are seeking individuals with diverse backgrounds and experiences who will contribute to a culture of collaboration, inclusion, and change-making. Employment opportunities are provided to all qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital or parental status, national or regional origin, age, disability status, military or veteran status, or any other category protected by law.

At Earthwatch's discretion, **background checks** may be required for some staff, including but not limited to those with Human Resources, Finance, or Information Technology responsibilities.