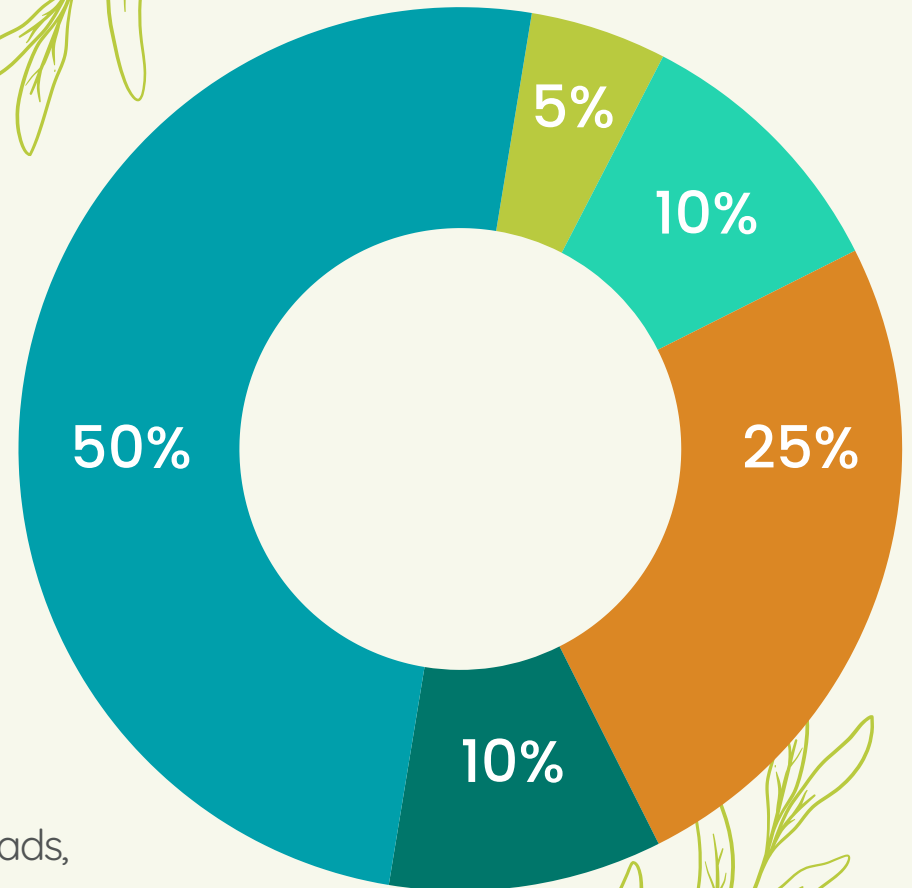


Breakdown of Time & Key Tasks

Program Coordinator

- **Coordinate Professional Development**
Hold virtual meetings with hosts and presenters
Communicate with and confirm presenters
Develop related content as needed
- **Communication**
Communicate with members and participants via email, virtual meetings, or by phone to answer questions about training
Follow-up with attendees after each training
- **Promote Professional Development**
Craft language to announce training
Work with Marketing to create slides, certificates, ads, e-newsletter content, etc.
- **PD Content Creation**
Develop specific courses or sessions and supplemental resources
- **Facilitate In Person Training**
Lead Outdoor Teacher Retreats or assist with NBTC



Benefits and Paid Time Off

Program Coordinator

- **Sick Leave and Vacation Days:**
up to 24 hours of paid sick leave, which can be used as personal leave
24 hours of holiday pay
- **Free Professional Development: up to \$1500**
MSDE-approved and required training
Wilderness First Aid/CPR
Nature-Based Teacher Certification and other internal training
- **Notchcliff Nature Program Discounts:**
75% off Notchcliff Nature Programs
3 free weeks of nature camp and 50% off any thereafter

