



JOB OPENING

Sachamama is looking for a passionate individual to fill the position of:

PROGRAM COORDINATOR

JOB DETAILS

JOB DESCRIPTION:

As a Program Coordinator, you will support the development of strategies and programs that engage diverse communities to act on climate, ensure programs achieve stated goals, and advance the overall mission of the organization in collaboration with the Sachamama family.

Position: Program Coordinator.

Employment type: Full-time, hybrid, Florida-based.

Salary: \$50,000

Benefits: Health, retirement savings plan, generous paid time off, and an emphasis on individual development.

Applications: Send resume and cover letter to Claudia Zegarra @ clau.zegarra@sachamama.org with subject line "Program Coordinator 2023". No phone calls, please.



What we do. We work to build a green and sustainable economy where all communities thrive, especially the ones most vulnerable to global warming. We do this through our accredited leadership curriculum, online communities, media campaigns, self-development tools, and community-led actions. To date, we have informed and activated thousands of individuals, while developing a nurturing movement that supports self-exploration, diversity, and civic participation.

Who we are. We are individuals committed to rebuilding the relationship between the sacred within ourselves and the sacred within our planet. We do this by:

- A deep commitment to our personal development
- Cultivating sustainable behaviors and lifestyles
- Challenging ourselves every day
- Taking care of each other
- Having reverence for LIFE!

Why work with us. *You are passionate about building a sustainable, healthy, and thriving planet.* A future where all communities come together - under universal shared values of sustainability, justice, and equity - to live healthy lives and thrive to the best of their abilities.

At Sachamama, you will work with a team who is constantly pushing the boundaries to inform and mobilize more people worldwide. Your work will help inspire individuals to build support for a clean energy economy and cultivate sustainable attitudes, behaviors, and lifestyles.

Key Responsibilities.

1. Manage and support educational and organizing efforts (70%)
 - a) Develop, implement, monitor, measure, and report annual and quarterly program goals.
 - b) Organize digital campaigns that successfully recruit volunteers, build holistic leaders, and get the attention of media and decision-makers.
 - c) Build and cultivate a digital volunteer network with an emphasis on online-to-offline organizing programs.



- d) Train and support partners and participants on leadership development, digital organizing and advocacy, and wellness practices.
- e) Support the production of educational materials for e-learning platforms.
- f) Assist in the development of special series and support all content production.

2. Support coalition development efforts (25%)

- a) Ensure partners have the resources, plans, and tools needed to meet HUB objectives.
- b) Facilitate meetings and events with partners.
- c) Track and report key metrics for online and partner engagement.

3. Collaborate and coordinate with other Sachamama components (5%)

- a) Strategic planning and tracking of long and short-term organizing goals.
- b) Support development efforts.
- c) Meeting regularly with the Program Manager to shape and implement organizing strategies.
- d) Commit to the organization's equity, diversity, and inclusion goals and programs.

Minimum Qualifications and Requirements.

- Commitment to the principles, mission, and values of Sachamama.
- At least 2 years' experience as a coordinator, digital organizer or similar.
- Experience developing digital campaigns, including awareness, advocacy, and building efforts.
- Have working experience with the EveryAction platform, including list segmentation and management, engagement, data entry, organizing, and reporting.
- Excellent and prompt written and verbal communications skills - English and Spanish.
- Excellent interpersonal, teamwork and communication skills.
- Ability to manage work and time effectively.



Minimum Qualifications and Requirements.

- Experience developing and managing projects in relation to community engagement.

Preferred.

- Experience with video production.