

# Sporting Lead-Free Program Coordinator



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**Geographic Area of Work:** On-Site (Wilson, Wyoming) or Remote Location (restricted to within the Intermountain West)

**Full-time:** Year-Round, Exempt

**Hiring Date:** Summer 2024

**Salary Range:** \$45,000-50,000 DOE

**Reports to:** Program Director

**Benefits:** Health insurance, flexible paid time off, SIMPLE IRA

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## POSITION DESCRIPTION:

The Program Coordinator for Sporting Lead-Free is responsible for daily operations to support the Program Director and the three pillars of the initiative: Community, Awareness, and Access. This position is focused on coordinating our SLF Ambassador and Member programs, assisting with communications to our supporters and community members, and aiding with event planning, programming, delivery, and development.

## ABOUT SPORTING LEAD-FREE:

Sporting Lead-Free is a non-political, educational initiative working to reduce inadvertent lead consumption by wildlife and people through the voluntary choice of lead-free ammunition and tackle. We are hunters and anglers passionate about choosing lead-free in the field and share this through on-the-ground pro-outdoor recreation messaging. This initiative started as a Wyoming-based educational initiative and has quickly grown to facilitate regional and national growth. We are committed to a non-legislative approach and empowering hunters and anglers with education to make informed choices.

## RESPONSIBILITIES:

- **Volunteer Coordination - 25%**
  - Coordinate, organize, and maintain regular communication with Ambassadors.
  - Assist with Ambassador program development and recruitment.
  - Monitor Ambassador and Partner outreach equipment needs, supplies, and shipping (e.g. epoxy casts, ballistics gels, and light tables).
  
- **Membership Services - 25%**
  - Work with the Program Director to develop and execute initiatives to promote the SLF membership program.
  - Maintain contact and donor databases and lists including updating membership and supporter information.
  - Help maintain inventory, shipping, and products for the online SLF retail shop.

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- **General Communications - 25%**
  - Assist in newsletter, website, and social media communications.
  - Support outreach and advertising projects.
  - Assist in grants research and database maintenance.
- **Event Coordination and Execution - 25%**
  - Help identify key outreach and event opportunities.
  - Assist in regional and national event coordination.
  - Develop and deliver engaging programming for a variety of audiences.
  - Manage and cultivate partnerships for new and recurring events.
  - Professionally represent SLF at events.
  - Maintain event and outreach equipment and supplies.

Multi-day travel in the northern Rockies region is required for this position to deliver programming, event support, and fostering partner relationships. Travel will often be solo with a combination of driving and flying. Annual travel may cumulatively account for approximately 25% of the workload. A personal vehicle for travel is required and employees are entitled to mileage reimbursement and per diem stipends.

## QUALIFICATIONS & SKILLS:

Sporting Lead-Free is seeking applicants with the following qualifications and skills:

- **Communication Skills:**
  - Exceptional written and verbal communication skills across diverse audiences.
  - Enjoy working with youth and teaching.
  - Adaptable to collaborating both remotely and in-person with a team.
  - An ease and willingness to frequently travel alone and explore new communities.
  - Proficiency with website and communication platforms.
  - Strong computer skills with MSOffice, Google Workspace, database, and standard email programs.
- **Organizational Skills:**
  - Self-motivation, regular communication with the team, and ability to work independently is essential for a successful remote position.
  - Ability to quickly and independently learn about new and complicated topics.
  - Capable of initiating and completing tasks independently with limited supervision.
  - Capacity to handle numerous priorities/activities and adapt quickly.
  - Willingness to work weekends when required for events.

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- **Preferred Experience:**

- B.S. degree in Wildlife Biology, Communications, Environmental Education or similar program of study.
- 2-4 years experience in similar job duties.
- An understanding of hunting, angling, conservation, and wildlife.
- Experience with and comfort around firearms and firearm safety.
- Ability to perform physical tasks such as carrying and lifting up to 40 lbs.
- Clean driving record and comfort traveling independently to outreach events for several days at a time.
- At least 21 years old with a clear background check.

## **EMPLOYMENT at SPORTING LEAD-FREE:**

Sporting Lead-Free is a programmatic initiative of Teton Raptor Center and is an equal opportunity employer with a smoke-free and drug-free workplace. Successful applicants will be required to pass a background check, driving check, and drug screening. Full-time employees are eligible for health benefits with 100% of the premium paid by the employer and up to a 3% match for retirement investment.

## **TO APPLY**

Please apply [HERE](#) to upload your resume, cover letter, and three professional references. Your application should be sent as a **single PDF** file saved with your name and position in the title (e.g., "LastName\_FirstName\_2024\_Program\_Coordinator").

**Open until filled.**