



JOB DESCRIPTION

Position Title: NBEC Communications and Operations Coordinator

Position Effective Date: October 14, 2025

POSITION SUMMARY

The Nature Based Education Consortium (NBEC) is seeking to hire a Communications and Operations Coordinator to 1) to provide staff support and coordination to NBEC's Stories for Change Working Group and its storytelling initiative, as well as the Climate Education Advocacy Working Group and its legislative and grassroots advocacy initiatives, 2) implement outreach and communication strategies, both internally and externally, and 3) to provide operations and network support. This position works under the direction of the NBEC Network Coordinator.

We are seeking someone with excellent relationship-building and organizational skills, with experience in communications and network coordination (or community organizing). The ideal candidate will be able to work effectively within a two-person staff team and with volunteers from NBEC working groups, particularly from the education and environmental sectors. The position is based in Maine and is full-time at 40 hours/week. Though mostly working remotely, some in-state travel will be required.

To apply: Please send a cover letter and resume to hire@nbeconsortium.com, with "Communications and Operations Coordinator" in the subject line by September 5, 2025. The anticipated start date is October 14, 2025.

Position Benefits:

- Annual pay \$60,000
- Two weeks of accrued vacation days annually, 9 sick days, 3 personal days
- 12 paid holidays
- 403b plan with 4% employer contribution – no match required
- Short-term/Long-term Disability and Life Insurance paid by the employer
- Health Insurance (United Healthcare with HSA) paid by employer for employee only
- Flexible Spending Account and Dependent Child Care Account available
- Flexible working hours
- Paid professional development
- Annual income adjustment for the cost of living



Organizational Background:

The Nature Based Education Consortium is a Maine-based collaborative network of outdoor learning leaders and community members working together on systems-level efforts to ensure that every Maine youth has access to powerful outdoor learning experiences. Our network's mission is to enable all Maine youth to learn outdoors, connected to their community and natural environment. We work together to dismantle systemic barriers to outdoor access, cultivate new resources, opportunities, and partnerships, and amplify diverse voices to build and shift our understanding and appreciation of outdoor learning. To learn more, visit www.nbeconsortium.com.

Please note that we are in the process of rewriting our mission statement to be more reflective of our current work. While we still focus on youth, our efforts have expanded to include all bodies with barriers to accessing the outdoors. We do this through storytelling, redirecting funding, and supporting outdoor learning opportunities in schools. We have interventions at both the community and policy levels. We are committed to increasing access to outdoor learning and experiences that are relevant, accessible, and enriching.

DUTIES & RESPONSIBILITIES

Working Group Support (~65%)

- Support the Co-chairs of each Working Group with:
 - Developing agendas, coordinating and facilitating meetings
 - Facilitating integrative consent, consensus-based decision making
 - Supporting subcommittees & projects
 - Recruiting and onboarding new members
 - Communications support, including flyer/materials design and production
 - Planning the annual retreat
 - Developing and managing the Working Group budget
 - Managing contracts
 - Coordinating stipends for Working Group members
- Additional support unique to the Stories for Change Working Group:
 - Storytelling trainings
 - Story production and publishing
 - Managing events and workshops, including managing security, volunteers, food, program, and sign-ups
- Additional support unique to the Climate Education Advocacy Working Group:
 - Provide guidance and implementation support on policy, advocacy, and campaigns, as necessary



Network Communications (~20%)

- Manage external communications work plan:
 - Manage social media (FB, Instagram, Bluesky)
 - Manage monthly newsletter, including content and design (Mailchimp)
 - Manage the website, including content and design (Wix)
 - Design flyers, pamphlets, presentations, and other materials
 - Design and develop reports and articles about the network
- Manage internal communications:
 - Manage internal directory of network members (Airtable)
 - Build and maintain internal introductory materials about NBEC
 - Maintain listserv (Airtable)
 - Maintain internal Airtable databases & web integrations (i.e., with Mailchimp, Google Forms)
 - Facilitate network member communication, information sharing, interest clarification, and identification and resolution of differences.

Operations and Network Support (~15%)

- Manage network services and platforms, including Google Workspace, Wix website platform, Mailchimp, Zoom, Airtable, etc., including user setup, security settings, and ongoing maintenance
- Manage network-wide convenings and events, including logistics and vendors
- Contribute to and review grant applications and reports, as per areas of responsibility
- Follow up with prospective new members and conduct NBEC introductory calls
- Build the network by helping orient and integrate new members to the network's context, agreements, decisions, and challenges
- Support internal policy and procedure development and maintenance
- Support the orientation and onboarding of new staff and Steering Committee members
- Provide additional meeting support for the Steering Committee and Oversight Committee

Desired Qualifications (Knowledge, Skills, and Abilities)

- At least 3-5 years of experience in building and nurturing networks, coalitions, or communities of practice across a range of perspectives, cultures, and backgrounds
- Demonstrated ability to work productively in complex, inter-organizational settings among groups with differing interests
- Experience in facilitating meetings and consensus decision-making with groups of various sizes
- Comfort working in grassroots collectives, in fluid, dynamic, and emergent environments that involve experimenting, learning, adjusting, and pushing through ambiguity
- Experience building and supporting relationships; skilled in lifting up the work of others
- Experience in conflict identification and repair, negotiation, and resolution skills



- Superb written and verbal communication skills
- Strong project-management skills and attention to detail
- Experience with event management
- Experience developing and managing budgets
- Experience advocating for and communicating about policy issues
- Fluency in Google Suite, Zoom, Wix, Mailchimp, and Airtable
- Comfort in a majority-remote work environment with little structure
- Commitment to and passion for the network's vision

We encourage you to apply even if you don't meet 100% of the requirements, but believe that you would be a good fit for this position.

We are an Equal Opportunity Employer. We are committed to employing and supporting individuals who are passionate about social justice and have relevant work experience, regardless of race, color, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, physical or mental disability, religion, familial status, or experience with poverty, receipt of public assistance, or homelessness. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.