



Hiring Announcement: Interim Program Coordinator

Part-time, 6 month contraction position with opportunity for extension

Signal Fire provides opportunities for artists and creative agitators to engage with our remaining wildlands.

Through innovative wilderness-based programming and artist residencies, we have been growing our community of environmental and cultural advocates since 2008. We connect artists, activists, and cultural workers to meaningful experiences with complex ecosystems, histories, and activist movements. Now, Signal Fire Arts seeks a talented leader with strong visioning, logistical, facilitation, and organizational skills to guide us through a significant organizational transition.

During the six months of this position, the organization will be dedicated entirely to rethinking its mission, vision, and programming. The coordinator will work directly with the Board of Directors. Applicants should have experience with non-profit organizational visioning and strategic planning.

Responsibilities

Visioning, Planning and Development:

- Work collaboratively with Board and Guide Collective to develop Signal Fire's Strategic Plan;
- Support an annual budget review and outline a two-year development plan;
- Maintain current partnerships with organizational supporters including foundations, donors, and other constituents;
- Maintain relationships with existing funders and alumni community.

Administration:

- Coordinate meetings and support collaboration between existing organizational entities, including the Board and the Guide Collective;
- Support a strong Board of Directors;
- Strategically seek and build new Board involvement;
- Assess and execute organizational tasks and logistics;

Desired Qualifications / Skills:

- Experience with organizational visioning and strategic planning;
- Knowledge of and passion for our intersectional work which encompasses social justice, environmental justice, the arts, and outdoor education;
- Commitment to integrate and prioritize Justice, Equity, Diversity, and Inclusion (JEDI) in all work.
- Demonstrated capacity to work independently -- self-directed and driven;
- Experience working with a Board of Directors;
- Demonstrated leadership experience and management skills;
- Demonstrated creative problem-solving skills;
- Dynamism, enthusiasm, flexibility;
- Strong capacity for clarity and collaboration with diverse groups of people;
- Strong written and verbal communication skills.

Term and Benefits: 6 month contract with possibility to extend. Compensation: \$30 per hour, 15 - 20 hours per week. Meetings with the Board are sometimes scheduled on evenings or weekends. Work is remote. Being based in the Portland, Oregon area is preferable but not necessary.

Apply: Position available until filled. We value all relevant experiences. If this position speaks to you, we encourage you to apply. If you're unsure whether you meet the qualifications of this position, please feel free to contact us. **Please send a cover letter, resume, and contact information for three recent references to info@signalfirearts.org**