



National Parks Experiences Coordinator (PT)

National Parks Conservation Association (NPCA), the nation's oldest and largest national parks nonprofit advocate is looking for a **National Parks Experiences Coordinator** to join our Development Team.

Since 1995, NPCA has created unique in-park experiences designed to give NPCA members behind-the-scenes access to National Park Service staff, NPCA partners, and other local specialists. NPCA's collection of experiences generates brand awareness, engages travelers in NPCA's park protection work and motivates donors to increase their giving.

The coordinator will support NPCA's portfolio of national parks experiences and the Advancement/Development teams to help create a seamless and best-in-class donor experience at NPCA. Under the supervision of the Associate Director of National Parks Experiences, this position will assist with the successful coordination and implementation of engagement opportunities that will powerfully introduce national park enthusiasts to NPCA's biggest priorities and most important funding opportunities.

This staff member supports the execution of NPCA donor engagement efforts (including the Educational Travel Program, donor private custom journeys, in-park experiences, digital and virtual experiences, and more) for development donors. This position aids in elevating the donor experience, coordinating with outside partners and vendors, managing documentation and materials for donor experiences, and providing critical support in administrative matters that showcase NPCA's work and build donor loyalty.

This position will assist with a wide variety of project management deliverables and administrative tasks and requires strong organizational skills, the ability to handle multiple projects simultaneously, meet deadlines, and prioritize assignments.

Please visit our website at www.npca.org for a full job description.

Location: Remote

Salary: \$21 – 26/hour depending on experience

Work Schedule: Flexible. 20-hour FOUR DAY work week, FIVE HOURS Monday through Thursday.

How to Apply: Qualified applicants please submit your resume and cover letter directly online to www.npca.org/jobs. No phone calls please. NPCA is an EOE.