



PO Box 7067, Denver, CO 80207 | 303.447.1076 | www.CottonwoodInstitute.org

Position: Logistics Coordinator

Location: Denver (Downtown Office and Arvada Gear Room, some job functions temporarily remote)

About Cottonwood Institute

Cottonwood Institute (CI) is a 501(c)3 non-profit that provides environmental education and service learning programs for middle and high school students. Our mission is to connect students to the outdoors and inspire them to become leaders, problem-solvers, and changemakers in their communities. We lead programs in Boulder, Denver, and Aurora and trips throughout the Colorado Front Range.

Position Description

The CI Logistics Coordinator is instrumental in executing high quality field programs throughout the year. We are looking for someone who can complete tasks autonomously, works well with instructors and our small team, and maintains attention to detail while supporting multiple field programs. The CI Logistics Coordinator is primarily responsible for all gear, food, and transportation logistics for 30+ camping and day trips CI delivers yearly as well as collecting, tracking, and reporting student data. This role requires direct communication with CI instructors on trips to plan, pack, prepare for, and debrief each trip.

The Logistics Coordinator also works with the Program Director and Curriculum and Development Manager to support new program implementation, hire and onboard our Field Instructors, and develop relationships with organizational partners. As part of a small team, the Logistics Coordinator may be asked to take on other responsibilities as they grow with the role. Experience with wilderness risk management, graphic design and video editing, and Spanish fluency are highly valued skills in this role but not requirements. All CI staff are expected to attend CI events (including occasional evening and weekend events) and represent CI in a professional capacity. The Logistics Coordinator works closely with the Curriculum & Development Manager and reports to the Program Director.

If you have any questions about whether you should apply, or whether your work experience matches a particular requirement, please reach out. We'd love to hear from you!

Cottonwood Institute Core Values

Expectations for all CI staff:

- Passionate about youth empowerment, education, equity, and the environment.
- Efficient and detail-oriented, able to prioritize and complete specific tasks autonomously and meet deadlines.
- Community-minded, able to work closely as part of a small team and build community with instructors and partners.
- Flexible schedule includes some weekends and evenings, and location varies between office and gear room. Many of the responsibilities for this role (trip coordination excepted) can be completed remotely.
- Adventurous, curious, and a desire to explore and grow!

Responsibilities and Expectations

- Coordinate programming logistics, including land access, packing, meal planning (including shopping for food), and transportation for each field program.

- Maintain program gear, including: cleaning, repairing, and coordinating gear for each field program and performing basic upkeep on CI 15-passenger van.
- Collect and track participant information; maintain Salesforce database.
- Support CI risk management program, including COVID-19 prevention and reopening plans.
- Support Program Director and Curriculum & Development Manager with program implementation.
- Help increase awareness of CI by working with Instructors to document programs with social media posts, blog posts, and photos.
- Implement CI alumni engagement plan.
- Assist with hiring, training, and supporting professional field instructors.
- Develop relationships with program partners and potential gear donors.
- Observe and/or instruct CI field programs.

Minimum Qualifications:

- Must be 21 years or older.
- Able to lift and carry up to 30 pounds and pack gear in vans.
- Current certification in Wilderness First Aid and in CPR (Wilderness First Responder preferred).
- Valid driver's license by the start date of this position, good driving record, and personal transportation.
- Must pass a background check and not be a registered sex offender

Required Competencies

- **Outdoor Trip Leading and Coordination Experience:**
 - Understanding of group camping and group field logistics with teens (ages 11 - 18).
 - Experience leading, instructing, or teaching teens in the outdoors including: outdoor cooking, Leave No Trace (LNT), backpacking, and general wilderness living skills.
 - Competent using and maintaining camping gear and equipment.
 - Experience safely driving 15 passenger vans.
- **Computer Literacy:**
 - Proficient with desktop computing, including general knowledge of Google Suite, MS Word, and Facebook.
 - Experience with Salesforce or similar Customer Relationship Management (CRM) data entry.
- **Communication and Teamwork:**
 - Excellent written and verbal skills in English primarily for emailing and scheduling with multiple people.
 - Outstanding people skills, ability to work well with adults and teens.
 - Willingness to be flexible with changing conditions and program demands.
- **Cultural Awareness:**
 - Experience working respectfully with adults and youth from a variety of cultural and economic backgrounds.
 - Understanding of and experience applying justice, equity, diversity, and inclusion principles. Interest in furthering this work personally and within the organization.
- **Passion for education and the environment!**
 - Excitement for blending service-learning, environmental education, and outdoor education to craft and implement powerful programs.
 - Personal environmental ethic and awareness.

Preferred Competencies

- **Spanish Language:**
 - Fluency with speaking and writing Spanish to communicate with parents of participants.
 - Ability to translate public-facing communications from English to Spanish.
- **Wilderness Risk Management:**
 - Experience with industry-standard risk management practices and incident review.
- **Graphic Design and Video Editing:**

- Familiarity with basic design software (inDesign, Illustrator, iMovie, Animoto).
- Experience and interest in creating promotional materials (print, web, video, and website content).
- **Leadership:**
 - Team oversight and/or management experience.
 - Ability to take initiative and delegate tasks to others.
 - Experience giving and receiving direct feedback.
- **Local Knowledge:**
 - Familiarity with Denver-metro area, urban, and Front Range trails and parks.
 - Knowledge about local flora, fauna, and environmental issues.

Compensation: This is a full-time year-round, salaried, exempt position with Cottonwood Institute. Compensation is \$35,000 per year, based on experience. Benefits include health, dental, vision, short and long term disability insurance, group life insurance, Simple IRA match, as well as paid vacation, holidays, and birthday day off. Total value of compensation and benefits is approximately \$47,289.

To Apply: Send cover letter, resume, and contact information for three professional references to ford@cottonwoodinstitute.org. Please submit applications by May 14.

Justice, Equity, Diversity, and Inclusion Statement

Cottonwood Institute (CI) values the perspectives and contributions of people from all backgrounds, cultures, and communities and will create inclusive and empowering environmental education and service learning programs, accessible to all. CI, its board, staff, instructors, and volunteers, will create a welcoming and inclusive environment for people of any age, race, sex (including pregnancy, childbirth, and related conditions), color, creed, religion, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, disability, marital status, military status, veteran status, political service, or affiliation in all of its activities and operations. These activities include, but are not limited to, students, hiring and firing of staff/contractors, selection of volunteers, selection of vendors, and provision of services.