



**Job Title:** Community Collaborations Manager  
**Reports to:** Director of Community Impact  
**Job Status:** Full Time  
**Base Salary:** \$52,500 (125% of Boulder County Living Wage, Adjusted Annually)  
**Additional Compensation:** Latino/a/x or Hispanic, Bicultural Competence Pay (up to 10% of Base); Seniority Pay (up to 5% of Base); Performance Bonus (up to 10% of Base).  
**Benefits:** 100% Employer Paid Health Insurance (w/ Plan Choice); HSA Contribution w/ Selection of Qualified High Deductible Health Plan; 100% Employer Paid Dental Insurance; 403B (3-6% employer match based on tenure); Short and Long-term Disability Insurance; Life and AD&D Insurance; Generous Paid Vacation (16-20 days based on tenure), Sick Leave (6 days) and Holidays (11 days) with option to take additional Unpaid Leave with advance notice (up to 20 days); Training and Development Budget; Flexible Work Schedule and Remote Work Options; Dependent Care Assistance Plan; Generous Discounts and Credits on Thorne Programs for Dependent

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**Job Purpose:** The Community Collaborations Manager advances a collective impact program model approach to equity centered, whole child environmental education and outdoor programming for Boulder County youth along a continuum from pre-k to high school. They strategically cultivate, support, and maintain high-level partnerships with nonprofit, for-profit, and governmental organizations working to advance culturally relevant and equitable access to environmental education and outdoor programming through the Nature Kids/Jovenes de la Naturaleza (NKJN) and E-Movement collective impact projects.

**NKJN/Jovenes de la Naturaleza (NKJN) Program Description:** NKJN is a collective impact project that benefits youth and families living in Boulder County who face barriers to access nature and the outdoors due to inequities. More than 40 collaborating/supporting organizations have signed on to help provide pre-k to high school, backyard to backcountry, and family integrated nature and outdoor recreation programming that include classroom, after school, and field trip opportunities, as well as summer opportunities that range from family programming to summer camps, and youth employment. Additionally, through its Promotores Parent Leadership Group, Youth Advisory Board, numerous focus groups, and community members with a focus on Latino/a/x youth and families played a lead role in the design and implementation of NKJN programs. NKJN provides more than \$1 million in programming to 1,500 youth and their families in Lafayette each year and is in the process of replicating its successful collective impact model in Boulder (year 1 implementation 2022) and Longmont (pilot 2023).

**E-Movement Program Description:** The E Movement is a collective impact project that engages Boulder County nonprofits, local governments, teachers, schools, parents and businesses to increase environmental literacy and build a stewardship ethic within today's youth who are tomorrow's leaders. E-Movement collaborators work to advance the E-Guidelines, the nation's first whole child, pre-k to high school set of environmental education guidelines in an effort to provide Boulder County youth and families with the knowledge, care, skills, and a connection to place required to become stewards of the environment. More than 20 organizations and 100 teachers and schools already participate in the E-Movement and the program is positioned to expand its engagement with these audiences as well as develop new initiatives to engage parents and families.

**Principal Responsibilities:**

- Manage collaborator engagement for the Nature Kids/Jovenes Naturaleza Program
  - Managing Community Based Steering Committees (Lafayette, 6 organizations plus local youth and parents; Boulder, 4 organizations; Longmont, TBD) – coordinating meetings and assisting with setting and advancement of goals and work plans
  - Engaging collaborators (40+ organizations) – recruiting program providers and facilitating resource and program coordination and shared learning
- Manage the E-Movement program
  - Managing Steering Committee (8 organizations) – coordinating meetings and assisting with setting and advancement of goals and work plans
  - Engaging non-formal educators (20+ organizations) – coordinating bi-annual meeting and facilitating resource and program coordination and shared learning
  - Engaging formal educators (100+ teachers and schools) – direct and indirect recruitment of teachers and schools, implementing awards program, providing resources
  - Engaging families – develop and promote family-oriented E-Guidelines and online resources
- Finance - manage budgets for E-Movement and Nature Kids events, programs, and materials
- Evaluation – collect and analyze data to ensure that E-Movement and NKJN strategies are effective and aligned with objectives
- Reporting – gather data and provide high-level progress reports and upcoming work priorities to NKJN and E-Movement collaborators and supporters
- Marketing and outreach – develop and implement marketing and outreach strategy with support from Thorne’s Marketing Coordinator, including maintaining and updating website, producing print materials and schwag, public relations, and quarterly E-communications for E-movement and NKJN
- Administration – create and maintain systems for tracking participants, program materials, and process for the NKJN and the E-Movement
- Work closely with the Community Connections Manager to support the integration of E movement guidelines with Nature Kids/Jovenes de la Naturaleza family programming
- Work in partnership with the Community Connections Manager to support NKJN collaborators with removing barriers to participation and ensuring high-quality, equitable, and culturally relevant NKJN programming

**Desired Outcomes:**

- NKJN collaborators are effectively engaged in reducing barriers to participation and ensuring high-quality, equitable, and culturally relevant environmental education and outdoor programming
- E-Movement collaborators are effectively engaged in advancing an equity centered, whole child, pre-k to high school continuum of environmental education and outdoor programming
- Expansion of the number of program providers engaged, youth, and families served through NKJN
- Growth in the number of formal and non-formal educators and families actively engaged in E-Movement

**Job Interrelationships:** Nonprofit, For-Profit, and Government Organizations, Partner, School Staff (teachers, principals, and resource room facilitators), Thorne Staff and Instructors, Volunteers, Interns, and General Public

**Desired Skills and Abilities:**

- Experience with project and system management
- Experience with building professional relationships
- Strong communication skills with multigenerational and diverse audiences
- Ability and desire to create excellent curriculum
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Proficient with MS Office suite (Word, Excel, and Outlook)
- Bilingual/Proficient in Spanish preferred
- Cultural competency in interacting with Latino/a/x community
- Understanding of Colorado Academic Standards
- Understanding of evaluation processing and program metrics preferred

**Desired Behavioral Traits and Attitudes:**

Team player, fun, outgoing, empathetic, efficient, organized, creative, resourceful, critical thinker, results-oriented, and self motivated. Passionate about Thorne's mission and environmentally concerned and aware.

**Minimum Qualifications:**

- Ability to work on administrative tasks in an office setting
- Bachelor's Degree or 4 or more years of demonstrated success in program management

**Special Requirements:**

- Must have a flexible schedule to permit for participation in meetings and activities which may occur in the evening or on weekends.

**Working Conditions:** Work takes place in both an office setting and field setting with continuous interruptions and background noises.

**Accommodations:** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

**Expectations for All Employees:** Support the Thorne mission and exhibit a commitment to working collaboratively, with integrity and respect for fellow employees, associates, and our communities. Embracing personal responsibility and accountability for your job.

**Thorne Mission and History:** Thorne Nature Experience is a non-profit organization committed to building Earth stewardship by providing youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to nature. Founded in 1954, Thorne has a rich history and has reached more than 350,000 children and adults through its four programs: Summer Camp, School Programs, and Nature Pre-School.

**Equitable Recruiting Policy Statement:** Our goal is to increase diversity amongst our staff at Thorne. We do so by providing equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, or any other protected characteristic. It is the policy at Thorne to attempt to reach diverse pools of applicants throughout the hiring process by following the Equitable Recruiting Procedure.

**Inclusiveness Statement:** Thorne believes that, to remain relevant as an organization and ensure access to joyful, hands-on, place-based Environmental Education experiences for all youth, its programs, leadership, and participants must reflect the range of diversity, culture, and unique differences in our community.

**Anti-Discrimination Statement:** Thorne Nature Experience is an equal opportunity organization. Thorne Nature Experience does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), physical or mental disability, marital status, sexual orientation, gender variance or expression, or military status, in any of its activities or operations. This Anti-Discrimination Policy applies to, but is not limited to, hiring and firing of staff, selection of volunteers, selection of Board Members, selection of vendors, and provision of services.

**How to Apply:** Submit interest and information about yourself to the Director of Nature for All, Carina Ruiz at [carina@thornenature.org](mailto:carina@thornenature.org) with subject line "Community Connections Manager." This could come in the form of a resume an/or cover letter, but feel free to use whatever format is accessible to you.