



<b>Job Title:</b>	Community Connections Manager
<b>Reports to:</b>	Director of Community Impact
<b>Supervises:</b>	NKJN Community Liaisons
<b>Job Status:</b>	Full Time
<b>Base Salary:</b>	\$52,500 (125% of Boulder County Living Wage, Adjusted Annually)
<b>Additional</b>	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).
<b>Benefits:</b>	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 Dependents.

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**This is a Bilingual (Spanish/English) required position.**

**Job Purpose:** The Community Connections Manager leads a team of staff and volunteers to remove barriers to participation in Thorne and Nature Kids/Jóvenes de la Naturaleza (NKJN) programs for youth and their families who have historically experienced disparities in access to the outdoors and outdoor programming (more information about Thorne and NKJN provided below and available at [www.thornenature.org](http://www.thornenature.org) and [www.naturekids.org](http://www.naturekids.org)).

**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 to nature and the outdoors due to inequities. There are 39 collaborating/supporting organizations who 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 employment opportunities. Through its Promotores Parent Leadership Group, Youth Advisory Board, and numerous focus groups, community members, with a focus on Latino/a/x youth and families, play 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).

**Principal Responsibilities** The position includes any combination of the below responsibilities depending on the skills, abilities, and strengths of the chosen candidate:

- Cultivate and maintain effective collaboration and communication among NKJN collaborators, community partners, program participants and Thorne staff to ensure the facilitation of culturally relevant, equitable, and high-quality programmatic experiences
- Oversee, execute, and annually assess systems for outreach, recruitment, registration, and database maintenance for Thorne and NKJN programs
- Provide training and supervision to the Community Liaisons to ensure Thorne and NKJN are meaningfully and authentically supporting families through equitable access to programs
- Empower and support the NKJN Promotores, Youth Advisory Board members, the EE Youth Corp and other community leaders in fostering skill-building and greater ownership of NKJN initiatives
- Ensure Thorne and NKJN collaborators provide youth and young adult interns with mutually beneficial work and career growth opportunities

- Support and mentor youth and young adult interns, including, managing intern program, schedules, times sheets, payroll process, transportation, teambuilding, and parent communication
- Systematize NKJN marketing and communications efforts including website management, program referrals, newsletters, and outreach events
- Collaborate with Thorne's Community Collaborations Manager to design and implement culturally resonant nature and outdoor recreation themed events for youth and families that align with E-movement guidelines
- Attend NKJN programs to build meaningful and inclusive relationships with the community
- Create and maintain a log of resources that families can be referred to when in need of social services
- Lead meetings with community members and partner organizations in Lafayette, Boulder, and Longmont
- Manage small program budgets, documentation, and reporting
- Accountable for the management and migration of participant data into the CampMinder platform
- Cultivate and maintain a culture of safety amongst Thorne and NKJN participants

**Desired Outcomes:**

- Thorne staff and NKJN partners are highly engaged in collaboration and supported in their ability to work authentically alongside and provide meaningful programming for the NKJN community
- Boulder County youth and families experience equitable access to nature and outdoor programs
- NKJN systems work effectively and smoothly across organizations
- NKJN community leaders and NKJN interns are meaningfully engaged in supporting and benefiting from their participation with NKJN
- Community Liaisons are effective in their ability to reduce barriers to participation in Thorne and NKJN programs

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

**Desired Skills and Abilities:**

- Culturally competent with strong understanding of the needs and desires of the diverse Latino/a/x youth and families in the Boulder County area
- Passion for cultivating and maintaining multi-generational community relationships
- Strong problem-solving skills and ability to manage relationships with multiple organizations and agencies
- Excellent organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Experience with project and system management
- Experience with building professional relationships
- Strong skills with Microsoft Excel, Microsoft Word, and Google Forms
- Experience with or willingness to learn new platforms such as Mail Chimp and CampMinder database

**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:**

- Background check and fingerprints submitted and cleared by the Colorado Department of Human Services (Thorne coordinates and pays for this)
- Fluent in Spanish
- Culturally competent (4 years of experience working with diverse communities facing inequities)
- Ability to work on administrative tasks in an office setting
- Bachelor's Degree or 4 or more years of demonstrated success in program management and/or youth development and/or community engagement with multigenerational and diverse audiences

**Special Requirements:**

- Must be highly proficient in writing and conversational skills in English and Spanish
- Must have a driver's license, a driving record in good standing, and a personal car with insurance and be willing to drive to and from Thorne and NKJN programs (vehicle expenses are reimbursed)

- This position requires the occasional use of the Thorne bus to address transportation barriers. Candidates must be willing to drive the 14-passenger bus. Thorne can provide the training necessary should candidates not have prior experience driving large vehicles
- Must have a flexible schedule to permit for participation in Thorne and NKJN programming which may occur in the evening or on weekends with possible overnight camping

**Working Conditions:** This role requires a physical ability to perform tasks in an outdoor environment in all weather conditions including lifting, standing for long periods, walking on rough terrain and kneeling. 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.