



ACCEPTING APPLICATIONS FOR:

Snake River Fund – Programs and Events Coordinator

Job Title: Snake River Fund – Programs and Events Coordinator

Location: 125 South King St. Jackson, WY 83001

Position Type: Full-Time, Year-Round

Reports To: Associate Director

Background:

The Programs & Events Coordinator is the operational engine behind the Fund's vision. This role is responsible for the hands-on planning, logistics, and execution of the SRF's educational programs, community events, and public outreach initiatives. The Coordinator ensures our offerings are delivered seamlessly, safely, and to the highest standard, providing exceptional experiences for our community and partners.

Key Responsibilities:

- **Event Execution:** Assist the Associate Director in managing all logistical elements of SRF events. Duties include venue coordination, vendor management, volunteer recruitment and supervision, and day-of execution.
- **Program Delivery:** Coordinate and often lead the delivery of educational programs such as classroom visits, float trips, and partner collaborations. This includes preparing materials, trip leading, and serving as an on-the-ground educator and point of contact for participants.
- **Administrative Support:** Manage program and event registrations, data entry, and evaluation tracking. Willingness to support various office administrative and development support tasks as assigned. Assist with marketing and publicity campaigns as well as periodic website updates and improvements.
- Stay attuned to and be a master of career-related topics ranging from the history & ecology of the Snake River watershed in Wyoming to river management best practices and regional and national river education, conservation, and stewardship initiatives.

Skills, Knowledge, Attributes:

The ideal candidate is a passionate and skilled river professional who thrives in outdoor environments and demonstrates strong leadership, organization, communication abilities and cross cultural understanding. They possess deep knowledge of river safety, recreation, and stewardship, paired with the ability to teach and inspire others through engaging, hands-on experiences.

This individual leads with enthusiasm and integrity, fostering teamwork and confidence among peers, participants, and community partners. They are adaptable, proactive, and solution-oriented; equally comfortable guiding on the water, facilitating educational programs, managing event logistics and administrative tasks. The candidate will have experience in and comfort with working with people from diverse backgrounds. Driven by a genuine love for rivers and the people who enjoy them, the ideal candidate approaches their work with purpose, professionalism, and a commitment to inclusion, safety, and environmental responsibility.

Qualifications Summary

- Expert-level whitewater and raft guiding skills supported by diverse river experience across varied conditions.
- Proven ability to design, plan, and execute educational and community-based programs that engage diverse audiences.
- Skilled educator and facilitator with experience teaching technical, environmental, and safety concepts in field and classroom settings.
- Demonstrated experience working with people of diverse backgrounds and an interest in broadening their cross cultural understanding.
- Strong verbal and written communicator; confident public speaker comfortable addressing both small groups and large audiences.
- Demonstrated proficiency in data collection, analysis, and reporting
- Highly organized and detail-oriented with strong event planning, coordination, and logistics management experience.
- Self-directed and collaborative team member who thrives in dynamic, field-based environments.
- Technically proficient with Microsoft Office, Google Workspace, and digital communication tools.
- Physically capable of performing demanding river and fieldwork tasks; adaptable to variable conditions and schedules.
- Bachelor's degree in a relevant field or equivalent professional experience.
- Preferred certifications: **Wilderness First Responder, Swiftwater Rescue Certification.**
- Comfort with driving a large vehicle and trailer.

Terms of Employment

The Programs & Events Coordinator position is a non-exempt, full-time (approximately 2,080 hours annually) and year-round position. The schedule can be somewhat flexible (seasonally, weekly) and prioritizes flagship programmatic initiatives. Most of the workload occurs during the summer months with increased schedule flexibility during the winter months. Employment is at will and may be terminated at any time.

Compensation & Benefits

- \$26/hour. Hourly pay. Up to but not exceeding 2,080 hours/year.
- Medical Benefits: Employer contributions to premiums. Dental.
- Paid Time Off: 8 standard paid holidays, 10 PTO days pending Associate Director approval.
- Housing Stipend
- Personal Gear Stipend

How to Apply:

Submit a letter of interest and a resume including three professional references to careers@snakeriverfund.org with the subject line:

2026 Programs and Events Coordinator Application (your name).

Applications should be submitted by Friday, January 2nd, 2026. Applications will be reviewed on a rolling basis. Anticipated start date is February 2026 or sooner.

The successful candidate may be asked to complete a pre-employment background check.