



Program and Outreach Manager – Position Description

Organization: Come Alive Outside (501c3 nonprofit)

Compensation & Work Schedule

- **Salary:** \$48,000 - \$55,000 per year (40 hours per week)
- **Location:** Based at the Come Alive Outside office in Rutland, VT
- **Schedule:** Standard office hours are 9 am-5 pm, with **regular evening and weekend work required** for events, community engagement, and program delivery. Occasional travel required.
- **Wellness Stipend:** \$600 per month (some staff use this for health benefits)
- **Paid Time Off:** 11 federal holidays and up to 15 days of accrued PTO annually

Note: This position does not currently include traditional health benefits

Position Summary:

Come Alive Outside is expanding! As we grow our flagship programs, including the Outdoor Passport and community systems model, we seek a highly organized, detail-oriented, and dynamic Program and Outreach Manager to lead program delivery while expanding our reach statewide and beyond.

This role balances hands-on program execution with strategic outreach, requiring strong project management, community engagement, and tech efficiency. The ideal candidate is friendly, adaptable, and passionate about engaging diverse communities while also managing program logistics, impact tracking, and partnerships.

Key Responsibilities:

- Manage the Outdoor Passport (paper-based version), ensuring seamless execution while working with the Digital Program Manager.
- Support the successful replication and expansion of CAO's Outdoor Passport and youth-focused programs into new communities by developing toolkits, building local partnerships, and providing technical assistance.
- Oversee and grow youth engagement initiatives, including managing youth interns and volunteers, and designing opportunities for youth leadership within CAO's outdoor equity programs.
- Lead in-person program activities to increase youth participation and engagement in grant-funded and corporate-sponsored programs.
- Represent CAO in coalitions, collaborative networks, and community meetings focused on outdoor equity, youth programming, and wellness initiatives.



- Engage with stakeholders to identify meaningful sponsorship and incentive opportunities (e.g., swim passes, local business discounts).
- Assist in fundraising efforts by gathering program impact stories, tracking participation data, and contributing to grant applications and sponsorship outreach.
- Collect and analyze program data, tracking participation and impact to support grant reporting, fundraising efforts, and continuous program improvement.
- Be prepared for occasional travel, evening, and weekend work to support events, community engagement, and program delivery.
- Other duties as assigned—we are a small team, and flexibility is key!

What Makes You a Great Fit:

- Strong project management skills, with the ability to juggle multiple initiatives.
- Deep commitment to equity and inclusion—ensuring outdoor spaces are welcoming and accessible to all.
- Excellent communication skills (written, verbal, and digital), with the ability to engage diverse communities.
- Detail-oriented and highly organized, ensuring efficiency in program execution
- Tech-savvy and resourceful, with experience using project management tools and digital platforms.
- Friendly, adaptable, and community-driven, able to build trust and excitement around CAO's mission.

Why Join Come Alive Outside? This is a unique opportunity to lead and expand a well-established outdoor engagement program, bringing it to new communities while strengthening existing partnerships. If you're an organized, people-centered leader passionate about collective impact and making the outdoors more accessible, we want to hear from you!

To Apply:

Send resume and a word or pdf document answering the below questions to arwen@comealiveoutside.com by April 15th, 2025.

Questions

1. Tell us about something that brings you joy outdoors?
2. What is something you are good at and how do you measure that you are good at that thing?
3. Tell us about a time you fell short of an important goal. What you learned from the experience and how you were able to do to bounce back from it?