

## **Water for Colorado Operations Coordinator**

The [Water for Colorado Coalition](#) of environmental non-governmental organizations, which works on Colorado and Colorado River Basin issues, is looking for a part-time (20 hrs/ week) operations coordinator through December 2026, with the possibility of an extension.

### **Responsibilities**

- Support Water for Colorado Coalition and sub-team meetings:
  - Managing campaign scheduling on both a recurring and ad hoc basis.
  - Taking, organizing, and distributing notes from various policy sub-team meetings.
  - Managing information-sharing resources including the campaign's Slack channels, GoogleDrive and website.
  - Distributing weekly roundup memos to campaign staff.
  - Assisting with the tracking and understanding of public funding deployed in Colorado, including Colorado Water Plan grants.
  - Occasional research projects.
  - Identifying and executing other ideas to engage and foster collaboration amongst campaign members.
- Plan two engaging and effective in-person gatherings, including assisting with agenda development, arranging for meeting locations, collecting RSVPs, booking catering and social opportunities, communicating logistics, and more.
- Support the Water for Colorado Leadership Team, which includes attending weekly leadership meetings, and keeping track of upcoming milestones and deadlines.
- Provide support for the planning and execution of occasional project site tours for the media and/or elected officials, including:
  - Logistical support including booking transportation and meals for tour attendees.
  - Tracking RSVPs.
  - Editing and Assembling printed materials .
- Provide occasional graphic design and layout support. Extensive graphic design proficiency not required, but a robust understanding of Canva appreciated. Past examples include:
  - Turning talking points and recommendations into 1-2 pagers for use during meetings with federal electeds, agency leads, and other critical stakeholders.
  - Designing handbooks and manuals based on existing, drafted content; creatively developing assets including charts, graphs, illustrations, and other design components to bolster written content.
  - Creating handouts and printed materials for conferences, including postcards, 1-pagers, factsheets, and posters.

### **Qualifications**

- Have a strong interest in Colorado water and Colorado River Basin issues, with some pre-existing understanding of the current challenges facing the Colorado River Basin.
- Live in, or be able to easily travel to, the State of Colorado

- Be willing to work flexibly, including attending 1-2 day meetings in person in Colorado and attending virtual meetings that occur throughout the week
- Possess strong written skills, including research and information synthesis
- Enjoying working across teams or coalitions and navigating organizations and individuals with different priorities.
- Be proficient in GoogleDrive, GoogleDocs, Word, Canva, and Excel and using tools like Slack and email to communicate with large groups of people

To apply

Please submit a letter of interest and resume by April 30, 2026 to [hholm@americanrivers.org](mailto:hholm@americanrivers.org).