



POSITION ANNOUNCEMENT: RESIDENCY PROGRAM ADMINISTRATIVE COORDINATOR

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region.

GCC is currently seeking a **Residency Program Administrative Coordinator** to support the effective operation, organization, and promotion of the Residency Program. This role ensures smooth administrative processes, facilitates communication among internal and external stakeholders, and contributes to data management, research, and marketing efforts that strengthen the program's visibility and impact. The coordinator collaborates closely with staff, residents, alumni, and partners to uphold high standards of efficiency, professionalism, and engagement across all program functions.

This predominantly remote, full-time (40 hours per week), nonexempt/hourly, benefit-eligible position reports to the Senior Residency Program Manager. Applicants must confirm that, if hired, they will reside and work within a five-hour drive of the South Rim of the Grand Canyon, as approximately 16 hours per month are spent on-site at Grand Canyon National Park or in the field. When working outside GCC's main office at GCNP, temporary housing will be provided at no cost.

PRIMARY RESPONSIBILITIES

In addition to participation in all-staff events and program team meetings, duties vary with the workload and could include, but are not limited to:

Administrative and Operational Support

- Manage daily administrative processes, including ordering program supplies and submitting payment and reimbursement requests.
- Complete Facilities and Maintenance Requests as needed.
- Organize departmental files and shared resources for easy access and efficiency.
- Oversee shared calendars for residency scheduling, cleaning rotations, and vehicle reservations.
- Ensure detailed, accurate, and timely completion of core departmental documents and records.
- Draft and format presentations, manuals, and form templates as needed.

Communication and Coordination

- Coordinate meetings and events with partners, residents, alumni, and other stakeholders.
- Respond to public inquiries about the program and provide excellent customer service to applicants and community members.

Program and Data Support

- Assist Residency Staff in organizing and analyzing evaluation and feedback data.
- Support the proposal review process by answering applicant questions, reviewing submissions for completeness, and communicating feedback to applicants.

Research and Information Management

- Research and compile information on program partners, potential residents, local events, and relevant industry trends to inform program strategy and outreach.

Program Promotion

- Represent the Residency Program at local and industry-specific events to raise visibility and build relationships.
- Manage digital and video assets, ensuring files are properly organized and maintained across websites, cloud storage, and media platforms.
- Coordinate marketing deliverables by managing the annual marketing schedule and providing materials such as photos, videos, and program descriptions to internal and external stakeholders.

MINIMUM QUALIFICATIONS

- Prior professional experience supporting the administrative functions of a program and/or project, preferably within a non-profit organization that is mission-driven; skillset is generally obtained within a minimum of three years of experience, but academic achievement and/or related endeavors may be considered in part in lieu of expressed level of professional experience.
- Excellent professional and interpersonal communication skills, including verbal and written.
- Intermediate knowledge of MS Office (Outlook, Teams, Excel, SharePoint, PowerPoint, Forms, Planner).
- Technological fluency, including experience with online meeting platforms like Zoom and Teams.
- Detail-oriented, self-motivated, excels at time management, and loves working with others.
- Experience with digital asset management and proofreading.

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Commitment to and knowledge of Grand Canyon National Park.
- Education and/or demonstrable experience in the arts or sciences.
- Passion for equitable practices in art and science administration.
- Friendly, curious, and communicative.

TOTAL COMPENSATION

This is a full-time, non-exempt, benefit-eligible position. The starting salary rate is \$23.00 per hour (approximately \$47,480 annually). Full-time employee benefits include employer-sponsored health insurance options with free or low-cost premiums and select HSA contributions; life, disability, and AD&D insurance policies at no charge; eligibility for participation upon hire in retirement plans with employer match and financial planning services; paid time off, leaves, and sick time; and discounted retail store and GCC-sponsored outdoor training classes. A complete list of GCC programs under the Total Compensation Program is available through the Human Resources department.

WORKING CONDITIONS

- Must have a quiet and comfortable environment conducive to working from home.
- Ability to sit for several hours and complete repetitive, focused tasks at the computer.
- Able to travel to Grand Canyon National Park regularly and attend regional events several times a year.
- May occasionally work more than 40 hours per week or on weekends and holidays to meet critical deadlines and to attend special functions.
- Valid Driver's License and ability to travel without assistance.

GCC CORE VALUES

GCC has identified four core values representing how we interact with our employees, partners, visitors, supporters, and followers. Our values include the following:

- Integrity: We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- Education: We are a dynamic learning organization uniquely positioned to cultivate the “awe” of the Grand Canyon.
- Service: We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- Connection: We foster a sense of wonder and adventure for the Grand Canyon.

HOW TO APPLY

Please visit our website at <https://www.grandcanyon.org/about/jobs> to submit your application. Please include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.
We are an Equal Opportunity Employer.**