

Coordinator, External Affairs

WORKING AT NPF

The National Park Foundation is seeking a Coordinator for our External Affairs team. This position is an excellent opportunity to build experience as a marketing, communications and advocacy professional for a national non-profit. This position will work collaboratively with all departments across the organization to support and facilitate communications, marketing and government relations plans for NPF including its programs, events, partnerships, public relations, and more. The Coordinator also provides department support including research, scheduling meetings, travel logistics, and calendar management. This full-time position reports to the Chief of External Affairs and is based in Washington, DC.

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

RESPONSIBILITIES AND DUTIES

- Manage schedule and daily calendar for department leadership.
- Coordinate meetings with various internal and external stakeholders, reserving meeting space, distributing agendas, and preparing meeting materials, as necessary.
- Provide travel support, book arrangements, compile itineraries, and prepare materials for upcoming trips, as needed.
- Prepare monthly corporate card expense reports.
- Take and prepare meeting minutes.
- Prepare invoices for Chief of External Affairs signature, ensuring accuracy in expenses.
- Work with external and internal constituencies and partners to facilitate projects, delivering tangible results in a timely manner.
- Complete research and special projects as assigned.
- Research current news, trends, and topics relevant to the Foundation.
- Assist in the drafting, copy editing, and proofing of communications pieces including press releases, speeches, articles, blog posts, reports, and more.
- Assist with Foundation special events, including the National Christmas Tree Lighting.
- Field calls and emails from external parties requesting Foundation collateral and assets.
- Provide departmental administrative support.
- Basic tracking and reconciliation of department budget.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate for the position of Coordinator, External Affairs will have:

- Excellent administrative skills with superior attention to detail.
- A high proficiency with MS Office, including Outlook, Word, Excel, and PowerPoint as well as Apple software such as Keynote.
- Strong writing and editorial skills.

- A can-do attitude and serve as a positive team player with good relationship-building skills.
- Flexibility and poise while juggling multiple projects in a fast-paced environment.
- A passion for the mission and desire to gain great experience.
- Strict adherence to ethical and confidentiality guidelines.
- Familiarity with social media platforms, especially Facebook, Twitter, and Instagram preferred.
- Bachelor's Degree required.
- Proficient ability to read and analyze department budget.
- A desire to grow into the organization and aspire to higher levels.

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#). If you experience technical difficulties during the process, you may submit a cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "Coordinator, External Affairs" in the subject line of the e-mail.

National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.