



## **Role: Part-Time Sustainability Coordinator**

*The Paul McBeth Foundation's mission is to create sustainable disc golf experiences and we believe that our organization cannot be successful if our experiences cannot be sustained over time. As amazing as it may be to create a new course or experience in a new place, we fail that community if the project does not stand the test of time. As our organization grows and more projects are completed sustaining those projects becomes more difficult and time-consuming. We have decided that it is time to add someone to our team that is dedicated to this very idea: the sustaining of each and every project that we complete.*

### **Responsibilities & Duties**

- To grow and foster a relationship with each of our Project Drivers who are our “on the ground” contacts to help understand and meet their needs
- To work with each Project Driver to develop a plan to best utilize the course based on their community and its needs
- To assist in running the first PDGA event and organizing an educational trip for each site
- To help continue to tell the stories and to celebrate the successes of all of PMF's projects
- To assist with organizational fundraising by developing new fundraising or revenue streams directly tied to the sustainability efforts of each project location

#### **This role will work alongside:**

- Director of Operations
- Project Drivers (Volunteers at project sites)
- Media Director
- Uplay Educators
- Corporate Sponsors

### **Job Qualifications**

#### **Minimum qualifications:**

- Be able to communicate promptly and effectively.
- Ability to work on multiple projects at once.
- Experience with event planning.
- Ability to develop and manage relationships remotely.
- Experience developing plans and working with a team to execute the plans.
- Experience in fundraising.
- Ability to work 6-8 hours per week

**Preferred qualifications:**

- Experienced with both PDGA & DiscGolfScene platforms
- Experience in a disc golf club & developing club events (e.g. leagues, tournaments, etc)
- Bilingual (Specifically Spanish-speaking)

**Job Deliverables****Year One Deliverables:**

- Assess each project site and evaluate the needs of each location
- Develop a way to track the progress & growth of each project site
- Help Montenegro & Uganda plan for their first PDGA events
- Create a two-year plan for educational trips
- Create and execute a plan to provide the necessary equipment to each site on an ongoing basis

**Compensation**

- Part-time hourly
  - 6-8 hours per week
  - Not to exceed 32 hours per month
- Hourly rate to be determined based on experience