

## Independent Contractor Role Whatcom Community Foundation

**Position Overview:** [Whatcom Community Foundation](#) (WCF) is selecting an Independent Contractor to act as Lead Program Consultant of the [Whatcom Coalition for Environmental Education](#) (WCEE) to begin in March 2025. This position is instrumental in operating and growing WCEE. This role aids the Coalition in developing the strategy and goals of the Coalition, and supports partners in achieving the collective Vision. Through facilitating collective meetings, organizing cross-sector convenings, and maintaining relationships across Whatcom County, WCEE's Lead Program Consultant enables the Coalition to collaboratively engage in field-building activities and equity-driven initiatives. The position is estimated to take 60-70 hours per month, and hours may vary and increase depending on activities. For more information on the requirements to be considered an independent contractor, [see here](#).

**Application Deadline:** February 20, 2025. Application review will be on a rolling basis. The role will remain open until filled.

**Target Start Date:** March 17, 2025

**Duration:** Dependent on Funding (with a goal of up to two years)

**Location:** Whatcom County, Washington (Remote)

**Who We Are:** The Whatcom Coalition for Environmental Education (WCEE), a program of the Whatcom Community Foundation, is a dynamic collaboration of nonprofits, businesses, tribal institutions, and agencies united by a shared vision: *“Every young person across Whatcom County experiences equitable, inclusive and culturally responsive outdoor and sustainability education. Place-based learning is integrated with educational outcomes across grades. Educators inspire curiosity, critical thinking, and innovation, and connect experiences with the head and heart. Empowered youth have the knowledge and skills to be responsible stewards of our communities and our planet.”*

[Since 2019](#), WCEE has exemplified the strength of networks during times of disruption and catalyzed a movement of passionate teams of educators and leaders, working in partnership with community stakeholders to build an equitable model of outdoor and sustainability education in Whatcom County.

The Whatcom Community Foundation (WCF) is a nonprofit public charity with the mission to amplify the force of philanthropy – by connecting people, ideas and resources – so that communities flourish.

### Responsibilities

- Organize, convene and facilitate collective meetings. Facilitate monthly meetings as the backbone for collaborative programs including Connections, Snow to Sea, and

Seed to STEM. Convene periodic gatherings such as the WCEE Community of Practice and district-based School Partnership Convenings to foster collaboration and shared learning.

- Coordinate with the Whatcom Community Foundation to manage and track grants for collaborative programs (e.g., Connections, Snow to Sea), including oversight of financial and reporting requirements. Coordinate with community partners to manage contracts, facilitate budget discussions, and oversee financial reporting, ensuring transparency and alignment among participating organizations.
- Develop and manage shared infrastructure, such as shared folders, collaborative documents, databases, and tools to streamline communications.
- Organize collective training and capacity building opportunities focused on equitable and inclusive practices.
- Facilitate collaboration as the liaison between community partners, school districts, and additional stakeholders, promoting alignment around shared goals and initiatives.
- Coordinate and support partnership development. Build and strengthen relationships with schools, tribal institutions, and community organizations to enhance student learning, youth experiences, community engagement, and program delivery.
- Fundraise and mobilize resources to support WCEE program leadership, collaborative activities, and professional development. (The Lead Program Consultant is responsible for fundraising for their role and the program.)
- Promote culturally responsive collaborative programming, ensuring learning experiences reflect and honor youth from diverse social and cultural backgrounds.
- Advocate with schools, local/state/federal governments, and other policy-making bodies.
- Guide and uphold the purpose, vision and strategy of the Coalition.
- Research, data collection, and analysis to support equitable decisions and program delivery.
- Develop and catalyze new collective impact opportunities in response to community needs (e.g. mental health and resilience through outdoor learning).
- In times of transition, train and onboard the new Contractor.

### **Required Qualifications**

- Experience in education, outdoor learning programming, or related fields that align with the goals of the role.
- Strong organizational and project management skills, with the ability to coordinate complex initiatives and encourage stakeholder engagement and ownership.
- Ability to lead, inspire, and collaborate effectively, fostering shared goals, collective action, and alignment among diverse partners.
- Success facilitating collaborative meetings, including in-person / hybrid and virtual. Demonstrated ability to engage participants, foster collaboration, and drive meaningful outcomes.
- Ability to innovate and creatively develop new initiatives where there is no clear path (or precedent), through asking questions, guiding conversation, developing strategies, and supporting participatory design.
- Proven experience building consensus amongst diverse groups of stakeholders,

- balancing competing priorities, and driving collective decisions.
- Demonstrated leadership experience, with a background successfully managing projects or initiatives.
- Commitment to equity, ensuring inclusivity in organizing process and program delivery.
- Strong interpersonal skills, including community building, conflict resolution, and effective communications.
- (Preferred) Proficiency with collaborative tools, such as Google Workspace.
- (Preferred) Experience with fundraising to support programs and initiatives.
- (Preferred) Familiarity with systems-based approaches and equitable models of collective action for addressing social and environmental challenges.

**WCF / WCEE Equal Opportunity Employer Statement:** Whatcom Community Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Community Foundation ensures equal opportunity to all employees, contractors and applicants regardless of race, color, age, gender identity, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces. This policy extends to contractors.

**Compensation:** The monthly fee is \$6750. Duration of the contract is dependent on funding availability. The position is estimated to take 60-70 hours per month (hours may vary and increase depending on activities).

**To Apply :** Please send your resume and a cover letter indicating your interest and relevant experiences to: [benjamin@whatcomenvironmentaleducation.com](mailto:benjamin@whatcomenvironmentaleducation.com)