Friends of Creamer's Field

Date Posted: February 1, 2026

Type of Employment: Seasonal, Full-Time (Possibility to turn into a year-round role)

Position Title: Programs & Events Coordinator

Reports To: Executive Director

Location: Creamer's Field Migratory Waterfowl Refuge

Closing Date: Open until filled. First review February 27, 2026.

Date Available: March 2026 – flexible start date

Job Description: Friends of Creamer's Field (FOCF) is a nonprofit organization dedicated to supporting Creamer's Field Migratory Waterfowl Refuge through environmental education, interpretation, community engagement, and stewardship. FOCF works to connect people of all ages to the natural and historic resources of this unique urban refuge in Fairbanks, Alaska.
Friends of Creamer's Field is seeking a creative and organized Program & Events Coordinator to help bring environmental education and community programs to life at Creamer's Field Migratory Waterfowl Refuge in Fairbanks. This public-facing role supports educational programs, special events, volunteer engagement, and outreach while working closely with the Executive Director. Ideal candidates enjoy working with people, value environmental education, and are comfortable in an outdoor setting.

Duties:

Interpretation & Education

- Develop and deliver interpretive and educational programs highlighting the natural and historic resources of Creamer's Field for diverse audiences.
- Lead and coordinate guided nature walks, field trips, workshops, and interpretive talks.
- Assist with the development, maintenance, and evaluation of interpretive materials, including signage, activity guides, and handouts.

Program Development & Implementation

- Plan, develop, and implement educational programs and special events.
- Coordinate program logistics, including scheduling, supplies, space use, and volunteer support.
- Collaborate with staff, community partners, and planning committees on program development and delivery.

Volunteer Recruitment & Coordination

- Assist the Executive Director in recruiting, training, scheduling, and supporting volunteers for programs, events, and outreach activities.
- Track volunteer participation and hours for reporting, recognition, and retention efforts.

Social Media & Communications

- Develop and manage social media content promoting programs, events, volunteer opportunities, and organizational initiatives consistent with FOCF branding.
- Respond to online inquiries and assist with newsletters, website updates, and other program-related communications.
- Capture photos and short videos during programs and events for promotional and archival use.

Community Engagement & Outreach

- Serve as a welcoming representative of Friends of Creamer's Field to visitors, members, volunteers, donors, and the public.
- Represent the organization at community events, outreach booths, and partner meetings.

- Build and maintain positive relationships with community partners and volunteers to support participation and awareness.

Administrative & Organizational Support

- Maintain accurate records related to programs, attendance, volunteers, and outreach activities.
- Perform other duties as assigned by the Executive Director in support of Friends of Creamer's Field's mission and operations.

Qualifications Desired:

- Junior standing or higher in one or more of the following fields (or related field): environmental education, natural sciences, education, communications.
- Experience teaching, presenting, or communicating with diverse audiences, including children and adults.
- Strong verbal and written communication skills with attention to detail.
- Excellent organizational skills with the ability to manage multiple tasks and adapt to changing priorities.
- Comfortable working independently and collaboratively in a small nonprofit environment.
- Proficiency in Adobe Creative Suite, including InDesign, Illustrator, and Photoshop.
- Familiarity with the Fairbanks community and interest in local outreach and engagement.
- Valid driver's license and ability to pass a background check.

Working Conditions:

- Occasionally required to lift and carry.
- Some weekends, holidays, and evening work hours are required.
- Required to work with the public, including public speaking.

DISCLAIMER: The above statements describe the general nature and level of work and are not an exhaustive list of all required responsibilities, duties, and skills.

Employment Details:

- Starting at $19/hour, DOE.
- Initial employment dates from April through September 2026.
- Competitive PTO package.
- Limited overtime available must be pre-approved by FOCF Executive Director.
- Payroll is completed on a semi-monthly basis.
- Position has the potential to turn into a year-round role.

To Apply:

To be considered, please submit **ALL** the following documents by email as instructed below:

1. Cover Letter
2. Resume
3. Three professional references with complete contact information.

In your cover letter, please address the knowledge, skills, and abilities that would make you a strong candidate for our small nonprofit. The resume and cover letter should be no more than two pages each. Application materials should be sent to director@friendsofcreamersfield.org with a subject line: FOCF Program Position _Last name_First name. All attachments should be sent in a pdf format.

For specific information in reference to the position, please contact:

Grace Nelson
Executive Director
Friends of Creamer's Field
Phone: 907-978-8457
director@friendsofcreamersfield.org