

Upper Valley Teaching Place Collaborative

Community & Program Coordinator

Part-time | Flexible hours | Compensation based on experience

We are looking for someone who loves bringing people together, making ideas happen, and supporting efforts to help young people connect with their communities and the places they call home.

The [Upper Valley Teaching Place Collaborative](#) (UVTPC) is seeking a creative, dependable, and relationship-centered coordinator to help strengthen our network of educators and community partners. This position focuses on place-based and environmental education across the Upper Valley of Vermont and New Hampshire, creating opportunities for educators to support one another and enjoy learning and working together.

The position is offered through [Education for Climate Resilience](#), which currently manages UVTPC's work for the New Hampshire Charitable Foundation.

About the work

UVTPC connects schools and community organizations to support learning rooted in local places. Our work helps young people build relationships with their communities and the natural world, explore locally relevant challenges, and take meaningful action. This includes working with the Equitable Climate Action Partnership (ECAP), which brings educators and community partners together to support student-led climate stewardship. The responsibilities of the role include event planning, regular communications, and community building, with lots of room to bring your own warmth and creativity.

Responsibilities

Bring people together

- Plan and coordinate the UVTPC conference, including timelines, outreach, registration, presenter communication, logistics, and follow-up.
- Organize Communities of Practice gatherings in collaboration with educators, host organizations, and UVTPC leadership.
- Create welcoming experiences that encourage people to share their knowledge, interests, and experiences, and build lasting connections.

Keep the network connected

- Coordinate and produce the monthly UVTPC newsletter, gathering stories, resources, events, and opportunities from across the network.
- Maintain and update the UVTPC website.
- Manage social media, primarily Facebook, to share opportunities and celebrate the work of educators and partners.
- Monitor and respond to inquiries sent to info@uvtpc.com, connecting people with relevant resources and contacts.

Build relationships across the Upper Valley

- Build and strengthen relationships with teachers, community organizations, student leaders, and other partners.
- Reach out to people and organizations who could benefit from participating in UVTPC.
- Listen for shared interests and needs, and help turn them into opportunities for connection and collaboration.
- Work closely with the director to coordinate priorities and move the work forward.

We are looking for someone who:

- Enjoys people and has a gift for helping others feel welcomed.
- Can help develop initiatives that better serve areas in the Upper Valley that are under-resourced or otherwise need more support to engage in place-based education.
- Is passionate about place-based education, environmental education, climate stewardship, and learning that connects schools with their communities.
- Can plan ahead and carry an event from the first idea through the final details.
- Is *highly* reliable, self-directed, organized, and attentive to deadlines.
- Communicates warmly and clearly, both in writing and in person.
- Is comfortable updating a website, creating newsletters, managing social media, and using online registration and collaboration tools.
- Brings initiative, creativity, flexibility, and a desire to collaborate and support local educators and students.
- Is ideally based in the Upper Valley, or close enough to attend local events and build relationships in person.

Experience coordinating events, supporting educator networks, or working with schools and community organizations is helpful. We welcome relevant experience gained through professional, volunteer, and community work.

Schedule and compensation

This is a part-time position with flexible hours and a workload that varies throughout the year, with increased activity leading up to the fall conference and other gatherings. The hours range roughly from 3 - 15 hours/week. Some in-person attendance is required.

Compensation is negotiable, very competitive, and will reflect experience and the agreed scope of work.

This could be a rewarding fit for someone combining several part-time roles, seeking less than full-time work, or looking for a creative way to contribute to a field they love. You will have opportunities to shape the work, meet thoughtful and inspiring people, engage in fun events, learn a lot, and help good ideas take root across the Upper Valley.

To express interest

Please send a brief introduction describing your interest and relevant experience, along with a résumé, to info@uvtpc.com by **December 4, 2026**.