



WYOMING CATHOLIC COLLEGE
JOB DESCRIPTION
Contract Coordinator



Job Title: Contract Coordinator

Department: COR Expeditions

Status: Salaried, Full Time w/ benefits

Reports to: Dr. Thomas Zimmer, Executive Director of COR Expeditions

Work Schedule: 40+ hrs/wk; typical office hours are M-F 8:30-5:30; some evening and weekend hours required.

Position Summary: The COR Contract Coordinator primarily assists the Director with booking courses for new and returning clients and communicates with clients, Director, and Administrative Coordinator to draft and finalize contracts for these courses. Fulfillment of additional responsibilities in order to meet the needs of the program will be expected.

Primary Job Responsibilities:

1. **Promote COR Expeditions courses** to Catholic organizations, homeschool programs, youth groups, parishes, private Catholic schools, seminaries, dioceses, and other groups or individuals around the country. This may require travel.
2. **Dialogue with clients to book trips, finalize contracts,** send out information, and screen participants.
3. **Coordinate initial trip planning (logistics and paperwork)** and see that information reaches the appropriate member of the COR staff.
4. **Follow up with clients** after courses to collect feedback, gauge client satisfaction, initiate booking for the next year, and ensure that all course paperwork and payments are complete (check with Administrative Coordinator).
5. **Brainstorm & implement new organizational systems** to streamline existing processes such as course booking, client communication tracking, and lead management.

Additional Functions/Responsibilities:

1. **Assist with recruiting, hiring, and staffing.**
2. **Support the Outdoor Leadership Program** of Wyoming Catholic College.
3. **Support, mentor, and train** COR Missionary Staff, Field Instructors, and WCC Outdoor Leaders.
4. **Attend professional development** opportunities in the fields of both outdoor education and Catholic ministry.
5. **Host visiting clientele** by coordinating transportation, lodging, campus tours, etc.
6. **Field time** is encouraged when possible to foster connection to the program.
7. **Additional duties and filling in, as required.** COR is a young organization and the requirements of this position may change as we grow.

Minimum Requirements:

- **Mission-driven** and excited to represent the goals of COR to a wide population.
- **Bachelor's degree** that includes involvement with Outdoor Education & Leadership.
- **2 years of experience in planning and organizing** a variety of outdoor trips including: route plan development, technical knowledge of the route, emergency and evacuation routes/plans, choosing and finding qualified leaders/instructors, etc.
- **Organized and attentive to detail.**



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- **Strong interpersonal skills** - able to consistently communicate on a professional level both verbally and in writing.
- **Reliable** - able to maintain confidentiality when working with sensitive information.
- **Self-motivated**, proactive, able to work both independently and collaboratively
- Ability to maintain a **positive attitude** in the face of changing priorities and deadlines and to be creative with time management.
- Flexibility, creativity, and proven **problem solving skills** to meet and adapt to the needs of a growing non-profit organization.
- **Motivation and energy to fundraise support** for the program as well as acquire and maintain a personal support team – training will be provided.

Preferred Skills/Experience:

- Prior experience working with COR Expeditions and/or the WCC Outdoor Leadership Program.
- 1-2 years prior administrative/office experience.
- Current WFR (Wilderness First Responder) and CPR certifications.
- Experience training trip leaders in various outdoor activities.
- Clean driving record, experience driving 12 passenger vans and trailers.
- Proven ability to take initiative, recognize needs, and brainstorm creative ideas/solutions to better meet the needs of COR Expeditions.
- Previous fundraising experience.

Additional Details:

Initial two-year commitment for the position is requested, though employment is at-will. The position will be half support based and half paid by COR Expeditions, meaning that the employee is expected to fundraise half of his/her salary. This will help the Contract Coordinator maintain buy-in with the mission of the organization, participate in fundraising with the rest of the COR staff, and build the COR support team.

Level of Supervision Received/Given:

Moderate; some projects will have a high level of supervision while others will have little to none.

Special Working Conditions:

This is primarily an office position, but may employ a more active role with a variety of tasks and responsibilities.

Timeline:

Applications will be accepted on a rolling basis, but we are looking to fill the position as soon as possible.

To Apply:

Email resume and cover letter to kanderson@wyomingcatholic.edu.

COR Expeditions/Wyoming Catholic College does not discriminate on the basis of race, color, religious, national and ethnic origin in its hiring and employment practices.