

Ecology Action Center Education Coordinator Job Description

The Education Coordinator is a full-time salaried position with paid time off including annual vacation time, sick time, and holidays. Position is contingent upon program funding.

This position is responsible for much of EAC's education and outreach efforts related to solid waste and clean water topics including elementary school programs in all of the fourth grade classrooms in McLean County and all third grade classrooms in Bloomington and Normal. Additional responsibilities include outreach via tabling events, coordination of educational workshops for composting and rain barrels, marketing of EAC programs and solid waste and clean water messages via traditional and social media, outreach projects like storm drain stenciling and creek clean ups, special event coordination, and other technical services.



Major Responsibilities

1. Promotion, coordination, and implementation of educational outreach programs to include fourth and third grade classroom programs
2. Coordination of outreach projects such as storm drain stenciling
3. Organization of monthly hands-on educational workshops
4. Provide one on one education and outreach at community events through information booths
5. Promote EAC programs, events, and outreach messages through marketing via traditional and social media.
6. Other technical assistance and outreach

Specific duties

- Create educational and informational content for brochures, newsletters, websites, and social media
- Update program specific websites with new and updated content
- Compile quarterly and annual program reports
- Educational presentations
- Special event coordination
- Attend conferences and training workshops when appropriate and as funding available
- Help staff the office
- Other duties as assigned

Qualifications

- Minimum of a Bachelor's Degree. Preferred course of study in Energy, Environmental Health, Environmental Studies or other environmental sciences major. Preferred Masters of Science in relevant study area.
- 3 years of experience in nontraditional education and/or community outreach with varied age groups and demographics
- Strong communication skills required, both written and verbal
- Experience and high degree of comfort with common web and computer technologies: spreadsheets, social media, WordPress, databases, CRM, desktop publishing, Adobe Suite, etc.
- Ability to work occasional long hours and irregular schedules to accommodate programmatic needs; weekend hours are sometimes required.
- Ability to stand for 4 or more hours at a time
- Ability to lift up to 25 pounds
- Must provide own transportation, automobile insurance, and have a satisfactory driving record.

How to Apply

To apply, candidates should complete an [EAC Employment Application](#) and submit it with a resume and cover letter to Executive Director Michael Brown at mbrown@ecologyactioncenter.org. Both positions are open until filled but applicants should submit their application materials by October 6, 2017 to be considered for the first round of interviews.

Equal Opportunity

The EAC is an equal opportunity employer for all qualified employees and applicants. All decisions regarding employment are made without regard for race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, or physical and/or mental disability unrelated to ability.

Ecology Action Center

The Ecology Action Center is a not-for-profit environmental agency with a mission to inspire and assist residents of McLean County in creating, strengthening and preserving a healthy environment. The EAC acts as a central resource for environmental education, information, outreach, and technical assistance in McLean County.