

Education Coordinator

Will Steger Foundation

Status: Part-time employee, 30 hours a week. Not eligible for medical/dental benefits (only for full-time employees).

Compensation: \$2100/month. \$25,200/year.

Location: Minneapolis, MN

Organizational Summary

The Will Steger Foundation educates and empowers people to engage in solutions to climate change. Building on the experience of our founder, Will Steger, polar explorer, science educator, and advocate, the Will Steger Foundation is unique in its approach to climate change. We recognize that youth will inherit the unparalleled impacts of climate change and are among our most powerful advocates. We also recognize educators are critical messengers of climate and energy literacy, and schools and non-formal learning centers provide powerful examples of sustainability in communities. With these factors guiding our approach, we are having a tangible impact on addressing climate change through climate literacy, youth leadership, and citizen engagement.

The Will Steger Foundation's education program supports educators, students and the public with science-based interdisciplinary educational resources on climate change, its implications and solutions to achieve climate literacy. The education program's primary audience has historically been educators served through yearly Summer Institutes for Climate Change and Energy Education, workshops and curricula resources. A recent funding allocation from the Environment and Natural Resources Trust Fund has made it possible to more extensively broaden the program's reach beyond the classroom and into the public sphere- providing educational forums throughout Minnesota over the next two years.

Duties and responsibilities:

The Will Steger Foundation is hiring an Education Coordinator to coordinate and support a variety of new and ongoing projects in a climate change and energy education. The Coordinator's primary responsibilities will be assisting in development and implementation of statewide public forums and an ongoing webinar series. In addition, the coordinator will support educators through workshops, outreach events and bi-monthly newsletters.

Essential Duties and Responsibilities:

Under direction from the Director of Education the Education Coordinator will:

- Coordinate community outreach and partnership building for statewide public forum series aiming for an audience diverse in age, ability, race / ethnicity, and socio-economic status
- Assist in development and implementation of statewide public forums
- Coordinate Webinar series logistics and coordination
- Assist in the development and revision of climate and energy curricula and workshop resources
- Assist in updating education portion of website

- Act as WSF education ambassador and promote WSF educational resources and programming at meetings, conferences and events
- Communicate with local to national educational partners from school districts to educator unions
- Coordinate outreach and support of educators
- Coordinate the planning and implementation of professional development opportunities including the Summer Institute for Climate Change Education in August 2015
- Assist in education program planning
- Compile and distribute monthly educator e-newsletter
- Aid in editing and compiling monthly organizational e-newsletter
- Assist other staff as needed

Experience and Qualification requirements:

We are looking for an organized, creative, personable individual with a passion for environmental education and outreach. This position will require high attention to detail and the ability to successfully manage multiple projects and responsibilities with consistent follow-through.

- Degree in environmental education, environmental studies, communication, or related field
- Experience organizing events, marketing and demonstrated ability in carrying out tasks in a timely and efficient manner
- Experience with Adobe Connect or other webinar software
- Strong research, public speaking and written communication skills
- Interest or experience in climate change education and outreach.
- Demonstrated ability to work scheduled hours and arrive on time
- Ability to interact respectfully with diverse groups of people in a variety of settings
- Experience using assorted office machines (copier, fax)
- Proven proficiency with Microsoft Office, Google Docs, and social media (Twitter, Facebook)
- Self motivated and able to work well on teams

HOW TO APPLY

Applications will be accepted until July 15th. Please submit resume and cover letter to address below. No phone calls please. Once the position has been filled, additional applicants will not be considered. **Please include in the subject heading your full name and the position title.**
jobs@willstegerfoundation.org

The Will Steger Foundation is an Equal Opportunity Employer committed to creating a diverse workplace.