



POSITION: Climate Change Education Manager

LOCATION: Climate Generation Office, Minneapolis, Minnesota

REPORTS TO: Director of Programs

TYPE: Full Time

Climate Generation: A Will Steger Legacy empowers individuals and their communities to engage in solutions to climate change. Based in Minneapolis, MN, Climate Generation strategically engages and empowers youth, educators, decision-makers and the public to foster climate literacy and action with the goal of building a more equitable and resilient future for all.

Climate Generation recognizes the complexity of climate change and the importance of interdisciplinary climate change education. The [climate change education](#) program builds educators confidence and competence to teach climate change in their educational setting by providing [curriculum resources](#), [professional development](#) and [ongoing support](#). Climate Generation's curriculum resources are aligned to science, social studies, and language arts standards and encourage students to think beyond science alone.

Duties and responsibilities:

The Climate Change Education Manager will provide strategy, leadership and staff supervision of climate change education programming. They will provide vision and direction for the integration of climate change education across programs and the organization. Travel is required for this position with occasional evening and weekend commitments.

### **Program Support (65%)**

- Work directly with the Director of Programs to develop a comprehensive annual work plan.
- In collaboration with Programs team, develop a yearly climate change education calendar
- Provide vision and strategic ideas to build and grow climate change education initiatives
- Lead on Green STEM career outreach and resources
- Provide formative and summative evaluation of programming
- Lead educator professional development including staying abreast of current issues and research, designing and implementing workshops and trainings for formal and informal educators:
  - a. This includes taking the lead on content and training for Summer Institute for Climate Change Education and #TeachClimate Network
  - b. This includes designing professional development that uses engaging facilitation approaches including hands-on approaches
  - c. This includes a commitment to equity considerations
- Collaborate with Youth and Policy Manager and Community Engagement Manager on initiatives related to equity, community engagement, youth, policy, new state science standards and green STEM careers/workforce development
- Curate, lead on development of, and update curricula resources including seeking new opportunities to grow the suite
- Develop, coordinate and implement partnership building for short term and sustained climate change education initiatives, promoting the program to and among national audiences and partners



- Stay abreast of current issues and research in climate change, energy, and related educational topics
- Support #TeachClimate Network of educators, recruiting and developing the network
- Supervise Education Coordinator, including their workplan and support of program implementation

### **Communications (10%)**

- Develop content and manage monthly climate change education e-newsletter, including the management of education contacts
- Provide content for all Climate Generation communications, including the website, monthly e-newsletter, mailed newsletter, annual report and blogs
- Develop and share resources and products that promote Climate Generation climate change education initiatives including webinars, workshops and presentations
- Market curriculum outreach, including, creating and executing a plan that includes new and established partnerships, as well as expanding the reach of existing curriculum resources
- Work with Communications Coordinator to plan and coordinate strategy and activities to maximize media coverage and/or visibility
- Write or contribute articles for external publications and earned media

### **Development (10%)**

- Responsible for fundraising for climate change education initiatives with Director of Programs and other staff to include grant writing, individual donor presentations, corporate and foundation relationships
- Work with Director of Programs to ensure compliance with all requirements of funders, including grant reporting, budget management, tracking participation, program participation and evaluation
- Maintain high-level relationships with partners, funders and other influential leaders to financially support the program
- Implement consistent systems of tracking and sharing contacts
- Cultivate donors with passion for climate change education

### **Organizational Engagement and Health (15%)**

- Ensure external programming and internal culture align with the organizational commitment to equity
- Engage in Climate Generation team functions, including events, team meetings, strategic planning, and marketing
- Seek opportunities to grow professionally and encourage professional development of supervised staff

### **Experience and qualifications required:**

- Bachelor's degree related to environmental education, environmental science, climate change or similar degree
- Five or more years experience in two or more of the following areas: climate change education and/or outreach, classroom teaching, teacher professional development, pre-service teacher training, and/or curriculum development and evaluation
- Work experience in an educational setting (classroom experience or informal learning environment)
- Experience working in a collaborative team environment



- Experience in program management and supervising employees and/or interns
- Experience writing and implementing grants
- Excellent written and oral communication skills

**Preferred qualifications:**

- Master's Degree related to climate change and/or climate change education
- Demonstrated success in obtaining funding
- Experience working in climate change education

**Compensation and Benefits:**

Salary commensurate with experience and qualifications ranging from \$43,000 - \$50,000, with additional benefits valued at \$5,700. Climate Generation offers generous paid time off (20 days in first year of service), in addition to holidays and a paid holiday break, Summer Fridays, 403b retirement plan with a 3% match, and cell phone and medical premium reimbursement.

**Hiring Process and Timeline:**

- Please submit resume and cover letter to [jobs@climategen.org](mailto:jobs@climategen.org). Put "Climate Change Education Manager, last name, first name" in the subject heading. Applications will be reviewed on a rolling basis until a candidate is hired
- Our hiring team will select finalists to interview in-person after a screening phone interview
- Ideally the selected candidate would begin work in September 2019

*Climate Generation: A Will Steger Legacy recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status and other protected status as required by law. We recognize climate change disproportionately hurts the most marginalized people in society - including people of color, people from working class backgrounds, women and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.*