



Program Coordinator

ABOUT CHANGESCALE:

Founded in 2011 by leading practitioners and researchers in the San Francisco and Monterey Bay Area (12 counties), ChangeScale serves as one of the West Coast's largest organizational collaborations dedicated to enhancing the quality of environmental education, increasing equitable and culturally relevant access to environmental learning, integrating research into practice, and sharing successful models for partnerships among diverse organizations. ChangeScale seeks to catalyze a meaningful movement that ensures that all young people have the know-how needed to create healthy communities and a healthy planet.

In 2015, ChangeScale launched a five-year business plan with the goal of supporting the growth and effectiveness of the field of environmental education and forging community partnerships to expand access to environmental education to 150,000 Bay Area K-12 students. More than 120 environmental education organizations have participated in ChangeScale training and collaborative projects to date, with 50 institutional members demonstrating their support through annual dues. ChangeScale supports its institutional members' efforts, individually and collectively, providing meaningful ways that diverse and varied organizations can work together to ensure that environmental education is a cornerstone of lifelong learning. Over the last three years, ChangeScale has launched school level district partnerships with six districts across the Bay Area, helping to design and implement environmental literacy strategies district wide which will benefit tens of thousands of students. ChangeScale also hosts quarterly professional development workshops for environmental educators representing over 120 organizations on topics ranging from cultural relevance in environmental education to program evaluation.

ChangeScale values diversity, equity, and inclusion. We strive to diversify our workforce and seek applications from individuals from all backgrounds, these include but are not limited to: ethnicities, cultures, abilities and genders (including gender non-conforming).

POSITION SUMMARY:

Reporting to and working directly with the Executive Director of ChangeScale, this position provides administrative and program support for ChangeScale's field building activities and events, membership administration, and provides critical communications support to ensure streamlined, effective, and creative use of social media and other mediums to reach varied audiences. As a member of this small team, the Program Coordinator will work both collaboratively and independently to support and engage ChangeScale's institutional members, including primary responsibility for membership administration, as well as assisting in planning and executing professional development programs for environmental educators across the Bay Area. The program coordinator will also have primary responsibility for actively and regularly representing ChangeScale on its social media and website platform. This is a 30 hrs/week exempt position. The proposed start date for this position is as early as September 10, 2018. This is a grant-funded position, with funding already secured through June 30, 2019, subject to renewal pending funding availability and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- With input from the ChangeScale director, design, plan and execute quarterly regional professional

development convenings for environmental educators.

- Take the lead in all program planning for the quarterly convenings, including identifying themes, organizing plenary and breakout sessions, and securing speakers based on suggestions from ChangeScale members and trending topics in the field.
- Support planning and execution of other ChangeScale workshops, meetings, and other events associated with the School Partnership Initiative. Activities may include invitation design and distribution, RSVP tracking, venue and catering coordination, management of event contracts, note taking, on-site support and logistics, pre- and post-event communications, survey development and compilation, PowerPoint design support, coordination of meeting logistics, preparation of meeting and workshop materials, and other activities as needed.
- Manage ChangeScale communications. Specifically, this includes, but is not limited to producing and distributing monthly email communication pieces; developing and posting content for ChangeScale social media channels; maintaining up-to-date website content; assisting with other email and written communications as needed, including copyediting reports and written materials.
- Enter and track data and information in spreadsheets and databases. Develop and maintain a system for tracking ChangeScale membership and communication. Update constituents' contact information and engagement using Salesforce and MailChimp. Manage data in spreadsheets using Excel and Google docs as needed.
- Enter business expenses into expense tracking database. Process business expense reports, invoices, and other financial information as needed.
- Conduct internet research to find and synthesize information on environmental education, collaboration, funders, and other topics as needed.
- And other administrative tasks as advised.

QUALIFICATIONS: EXPERIENCE AND COMPETENCIES

- Minimum two years of experience in an administrative role.
- Able to creatively apply technological tools, and experience creating, streamlining, and maintaining operational systems. Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint), G-Suite, MailChimp, WordPress and Salesforce.
- Uses good judgment and works independently with minimum supervision
- Excellent written and verbal skills
- Strong organizational skills and attention to detail
- Demonstrates initiative, flexibility, and problem-solving ability
- Excellent interpersonal skills; able to work diplomatically, independently, and as part of a team
- Able to handle confidential information with sensitivity and integrity and maintain confidentiality
- Excels in a collaborative, fast-paced environment, juggling multiple priorities and managing complex projects with multiple stakeholders
- Strong service mentality combined with efficiency and resourcefulness.
- 1-2 years experience with membership administration preferred.
- 1-2 years experience with event planning for events of 100 or more preferred.
- This position works from home 100% of the time, but needs to have their own transportation to attend off site workshops and conferences and work meetings around the Bay Area 4 times a month.
- Familiarity with environmental education or education in general--Bay Area trends and organizations a plus.

QUALIFICATIONS: EDUCATION

- Associate's degree or equivalent from two-year college

Salary and Benefits Pay range for this position is \$22-24/hour, depending on experience. Salary is accompanied by a comprehensive benefits package that includes employer-paid health, vision, dental, short- and long-term disability, voluntary life, commuter benefits and employer-matched retirement contributions.

Applications Applications will be accepted until position is filled. The first review date for this position is: August 27, 2018. Please put Program Coordinator in the subject line of an email and send us a compelling cover letter telling us why we should hire you, together with your résumé. Describe your interest in this position, your relevant qualifications and experience, and include your availability. Submit your documents in either Word or PDF to lparra@changescale.org. We politely request no follow-up calls or emails.

We value and promote diversity in the workplace and we are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

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