



JOB TITLE: Campus Coordinator
REPORTS TO: Program Manager
YRS OF EXPERIENCE: 2-3

LOCATION: Berkeley, CA
POSITION TYPE: Exempt
DATE CREATED: June 2014

EarthTeam is a non-profit environmental education service provider. The organization was formed in 2000 by a coalition of educational, environmental, and governmental representatives who saw a need to provide curriculum connected environmental programs for high and middle schools. The past 14 years have seen EarthTeam grow from an all volunteer run organization to a reliable and influential force in the environmental education community throughout the East Bay, CA.

EarthTeam programs focus on sustainability issues (climate change, waste reduction, energy efficiency, watershed restoration, transportation systems, food systems) and emphasize hands-on experiences that drive change and innovation in environmental education. EarthTeam programs encourage student leadership, peer-to-peer education, teamwork, critical thinking, problem solving, communication and the use of information technology.

Working at EarthTeam is a chance to make impactful changes.

Position Description:

EarthTeam is looking for a **CAMPUS COORDINATOR**. The Campus Coordinator position is primarily a field position (75%) with some office and administrative work (25%). The ideal candidate will have a passion for teaching sustainability in the classroom and field while working with middle and high school students from a diversity of schools and backgrounds.

Primary Responsibilities

- Develop and Teach Environmental Education curriculum in a range of settings at the middle and high school level throughout the greater East Bay (Alameda and Contra Costa Counties)
- Work with small groups of student interns in afterschool program settings throughout the school year
- Lead in-class presentations and hands on activities in a variety of sustainability focused curriculum
- Work directly with teachers, administrators, partners, community members and students on a weekly basis throughout the year to further project goals
- Track student, project and personal results and data in information systems

Skills

The ideal candidate will:

- Be a genuine EarthTeam ambassador, who exemplifies the EarthTeam culture in all professional communications and interactions
- Have excellent oral and written communication skills
- Have a comfortable and enthusiastic demeanor with staff, students and in public settings
- Be knowledgeable and passionate about Bay Area Environmental and Education fields
- Be personable and natural networker
- Have a professional history of self management
- Demonstrated ability to work respectfully and effectively with others from highly differing racial, cultural, and economic backgrounds
- CPR/First Aid preferred
- Bilingual in Spanish is a plus

EarthTeam is an equal opportunity employer and encourages applicants of diverse backgrounds to apply.

To apply on-line or for additional information, please visit our website: www.earthteam.net/job-intern.



JOB TITLE: Campus Coordinator
REPORTS TO: Program Manager
YRS OF EXPERIENCE: 2-3

LOCATION: Berkeley, CA
POSITION TYPE: Exempt
DATE CREATED: June 2014

Leadership Skills

- Innovative and self motivated
- Team player who enjoys working collaboratively while taking pride in own projects
- Take ownership and responsibility for actions, behaviors and contributions
- Strong ability to inspire and motivate self and others

Technical Expertise

- Proficient in Google Suite (Google Docs, Gmail, Calendar, etc.)
- Proficient in Microsoft Suite (Word, Power Point, Excel)
- Salesforce experience (strongly preferred)
- Replicon Time management experience desired
- Comfortable and eager to learn new technology
- GIS Mapping skills desired

Education/Training

- BA/BS in Science, Education, Environment, Youth Development or alternative and comparable professional experience
- Familiarity and experience using the Service Learning and Project Based education models strongly desired
- Experience delivering hands-on, engaging and active education

Travel

- Must have reliable vehicle and proof of insurance for regular work related travel throughout the greater East Bay
- Travel to and from schools, external meetings and weekend field outings averages 2-3 days a week

EarthTeam Offers

- This position is salaried between 30-35 hours a week
- Competitive annual salary, plus medical, dental benefits, and PTO
- Professional development opportunities including trainings, mentoring, networking and more
- Flexible working environment including work from home options
- Innovative team travel reimbursement is at standard government rate (currently \$0.555/mile)
- Promotion track based on performance evaluations

This position will begin August 1st, 2014.

To Apply

Please send your resume, cover letter and 2-3 professional references to Program Manager Doug Streblow at doug@earthteam.net. Position open until filled.