### **GREEN Project Coordinator**

The Flint River Watershed Coalition (FRWC) is looking to hire a part time position to assist in the implementation of our Flint River GREEN program.

Flint River GREEN is a middle and high school water quality monitoring program, designed to bring real world environmental experience to science classrooms across the watershed. In 2011, we worked with 58 teachers in 33 schools. For more details on the GREEN program, visit <a href="http://flintriver.org/blog/programs/flint-river-green/">http://flintriver.org/blog/programs/flint-river-green/</a>.

This will be a 4-month, \$4,000 contract, starting asap. Hours will vary, but expect an average of 20 hours/week. Mileage is reimbursed at the current Federal rate. The GREEN Project Coordinator will report to the FRWC Executive Director, but will work primarily under the guidance of the GREEN Program Committee Chair.

### Duties will include:

#### a. Coordination with teachers

- Confirm participation in the program
- Coordinate ordering and deliver of testing supplies
- Confirm participation in GREEN professional development session(s)
- Assist in teacher/mentor matching
- Confirm teachers and mentors are in contact
- Ensure teachers are able to conduct stream testing
- Facilitate teachers' efforts to turn in their data

# b. Assist in Student Summit planning

- Follow up with summit speakers and confirm them
- Schedule presentation sessions
- Make food arrangements for summit
- Make room arrangements for summit
- Make program for summit
- Tabulate evaluation data

# c. **Develop the Final Report**

**GREEN Program Coordinator qualifications:** 

- Ability to effectively communicate and follow through with teachers, administrators, and program committee members
- Ability to drive throughout the watershed
- Strong organizational skills and strict attention to detail
- Persistence
- Some knowledge of water quality / environmental issues desired

Send your resume and letter of interest via email to <a href="info@FlintRiver.org">info@FlintRiver.org</a>. Resumes are due by COB, February 7, 2012. Interviews will be quickly scheduled for February 10<sup>th</sup> or 13<sup>th</sup>; interested applicants must be available one of those days.