



KEEP CINCINNATI BEAUTIFUL APPLIED LEARNING COORDINATOR

Keep Cincinnati Beautiful (KCB) is seeking an Applied Learning Coordinator to join a forward-thinking, growing Cincinnati non-profit that makes our region cleaner, safer, healthier and more connected. KCB's mission is to empower all Cincinnatians to build community and create a positive future through revitalization, education, and mobilization.

Job Description:

KCB seeks an enthusiastic, inclusive, community-minded individual to provide educational outreach through an assets-based approach. The Applied Learning Coordinator will work in partnership with the Environmental Education Manager to cultivate civic and environmental stewardship among Cincinnati's individuals and communities.

Key Responsibilities:

Program Execution

- Coordinate and implement community education events including planning, marketing, engagement activities, and post-surveys and outreach
- Collaborate with the Environmental Education Manager to grow KCB's efforts in Applied Learning and help rebrand programming to be centered around collective action and experiential learning
- Support Zero Waste Assistance Program, providing composting and recycling bins along with educational resources to external partners as well as implementing within KCB

Workforce Development

- Assist the Environmental Education Manager in the implementation of a pilot workforce development program which aims to connect area young people with in-demand jobs in the horticulture and landscaping fields (this job does not require background knowledge in horticulture or landscaping)
- Promote workforce development and other experiential learning opportunities in the community at large and assist with recruitment efforts

Community Engagement

- Work in collaboration with the Community Engagement Coordinator to marry efforts in engagement and education
- Promote KCB's Structures of Stewardship throughout the community at large and grow efforts to deepen existing relationships and establish new partnerships
- Create digital educational outreach through KCB's social media platforms (especially Tiktok) and support the continued management of social media

Knowledge, Skills and Abilities:

- Excellent written, verbal, and interpersonal communication skills
- Experience working directly with both youth and adult learners
- Excellent written, verbal and interpersonal communication skills. Grant writing experience preferred
- Appreciation and respect for the confidentiality of highly personal information
- Ability to build inclusive relationships with a wide range of people, including community, government, and corporate partners
- Organized, detail-oriented, and the ability to multitask
- Driven self-starter dedicated to making everything they touch the best it can be
- Experience with marketing and/or social media
- Proficient computer skills, including Microsoft Office suite
- Ability to work flexible hours, with occasional evening and weekend engagements

Characteristics of a KCB team member:

- Clear Communicator – We value open and honest communication as a means of creating efficiency, understanding and progress
- Respectful – We take great pride in our team, starting with a foundation of trust and respect
- Problem Solver – We anticipate problems, seek new solutions, and always do our best
- Community Minded – We take great pride in our work and community
- Mindful – Practice warmth and genuine connection with others
- Relentless – We love life and work and know our purpose in it
- Team Player – We step up and ask, “How can I help?”
- Reliable – We hold ourselves and others to high standards and are serious about our culture
- Inclusive – We celebrate diversity and welcome inclusivity to foster belonging
- Trustworthy – We say what we mean and do what we say

Education and Experience:

- Bachelor’s Degree with a focus in education or similar (recommended but not required)
- At least 1-2 years’ experience in program coordination

The Applied Learning Coordinator is a full-time position (32 hours/week), with benefits, and the pay range is \$22-23 per hour, based on experience. Keep Cincinnati Beautiful staff are currently working in a hybrid remote/in-person setting.

Send a PDF of your resume, cover letter and salary requirements to:

jonathan@keepcincinnatibeautiful.org.

Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity or national origin.