



Environmental Education Program Coordinator

Keep Cincinnati Beautiful (KCB) is seeking a qualified person to fulfill a 32 hr/week **Environmental Education Program Coordinator** position to start January 2020. KCB is a not for profit organization that educates and encourages individuals to take greater responsibility for improving their community environments. Our programming is grassroots, results oriented, on-going and based on changing behaviors through community education. Creativity and independence are fostered by KCB and part of the core values. Under the supervision of KCB's Environmental Education Program Director, the EE Program Coordinator will assist in planning and implementing programming for schools and community events including:

Responsibilities:

- Present education programs to Cincinnati area students (PK to 12th).
- Participate in KCB Education assemblies
- Serve as an educator and host for field trips offered to 3rd through 12th grade.
- Assist in the collaboration, coordination and execution of large community recycling events
- Partner with school staff to enhance sustainability efforts
- Attend meetings for GCEE (Greater Cincinnati Environmental Educators), Green Umbrella Action Team, community councils and select parent teacher organizations
- Attend outreach events and promote KCB programming
- Produce education content for KCB e-newsletter
- Support other KCB program activities including fundraisers, clean-ups and large volunteer engagement events

Qualifications:

Minimum of a bachelor's degree (but flexible on the focus area)

Experience working with children

Must have reliable transportation

Outgoing • Motivated • Adaptability • Patience • Good writing skills • Willingness to engage with students from diverse backgrounds of all ages (PK-12) • Computer savvy • Comfortable with Microsoft Office/Google Suite • Artistic skills a plus • Knowledge of the Cincinnati area and comfort in urban settings • Ability to drive conversations •

This is a 32 hour full time non-exempt position. Benefits include: paid holidays (11) & vacation (10), Medical/Dental insurance, Simple IRA. Salary range 27K-31K (commensurate with experience).

Please submit Resume and Cover Letter, including a 2-3 sentence explanation about one of the aforementioned qualities that best describes you, to Jonathan@KeepCincinnatiBeautiful.org. Please use *EE Coordinator Position* in the subject line.