



# Environmental Volunteers

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## ENVIRONMENTAL VOLUNTEERS - JOB ANNOUNCEMENT

### Open Position: Education Programs Coordinator

At Environmental Volunteers, we inspire people of all ages to learn about the wonders of the natural world. We train volunteers to lead hands-on science and nature programs in schools, community organizations, and at the EcoCenter in the Palo Alto Baylands Nature Preserve.

The Education Programs Coordinator is an integral part of the Education Department. Under the direction of the School & Collaboration Programs Manager, and the Education team, they are responsible for supporting the delivery of the formal and informal education programs that promote the EV's mission. This mostly consists of school-based programs, but may also include Homeschool Fridays, after-school programs, EcoCenter programs and family weekend events. Responsibilities will include assisting in teacher communication throughout the school year, working with volunteers to ensure delivery of programs, and participating in education program delivery as needed.

The position is based at the EV EcoCenter in the Palo Alto Baylands, but also spends time at our South Bay Office in Santa Clara, and often travels to schools and field trip locations throughout the peninsula.

### Primary Responsibilities:

- **Program Delivery:** Helps to deliver our hands-on science and nature programs for students and families throughout the bay area. May include time in classrooms, on field trips or EV event locations.
- **Assistant to the School & Collaboration Programs Manager:** Help with overall Education Program planning, particularly in the areas of teacher communication and program logistics.
- **Education Team Member:** Assists with Education projects and other program needs that support teachers, schools, volunteers and families.
- **General Staff Responsibilities:** Actively participates in shared whole staff responsibilities and events, such as strategic planning and volunteer recruitment.

See the formal [Education Programs Coordinator job description](#) to see a detailed list of responsibilities.

**We are looking for:**

- A friendly personality who enjoys working with volunteers, teachers and students.
- Someone who enjoys being a team player, who is willing to roll up sleeves and help the organization thrive.
- Strong time management and organizational skills.

**Qualifications:**

- A focused, detail-oriented worker who can be counted on to complete tasks fully and within deadlines.
- A 'people person' with the ability to work with a wide range of team members from different backgrounds.
- Someone with strong communications skills, and the ability to nurture positive conversations via both written and verbal platforms.
- Excellent long-term planning skills, with the ability to look at a full year's schedule at a time.
- Computer literacy and competency using virtual meeting platforms, and a willingness to learn new ones.
- Bilingual Spanish speakers are highly encouraged to apply.

**The following items are highly desirable but can taught on the job if necessary:**

- Experience working with Salesforce, Mail Chimp, and/or SurveyMonkey. These are the primary technology tools for this position
- Experience with informal education and interpretation, ideally in the context of environmental education and/or nature interpretation. This is the core of the organization's work and what we ask from our volunteers.

**About the Environmental Volunteers**

Since 1972, the Environmental Volunteers (EV) has been sharing the wonders of environmental science with youth, sparking their interest in lifelong learning through discovery of the natural world. Our mission is to promote understanding of, and responsibility for, the environment through hands-on science education. We fulfill our mission in three primary ways: a school-based program that reaches over 10,000 students annually; a college-volunteer led program called Sprout Up; a nature center in the Palo Alto Baylands; and community outreach programs. EV is a volunteer-based organization. Our 100+ volunteers conduct almost all of our programming. The EcoCenter, our headquarters located in the Palo Alto Baylands Nature Preserve, is a new community resource for environmental education and a place that inspires a love of nature and stewardship. We are now growing across

the country with EV Sprout Up chapters at UC Santa Barbara, UC Davis, Cal Poly, UCLA, Columbia University /Barnard College, and New York University.

**Our organizational values include:**

The Passion of our Volunteers – We believe that nature is awesome, everywhere and for all. We develop and empower future stewards of nature. Passion for the experience of volunteering continues to spread, inspiring remarkable contributions from our volunteer leaders, staff, partners, and the rest of the EV community.

Collaboration – Internally, we are a highly collaborative and mutually-supportive team. Externally, we are committed to mutual trust and respect with our partners. We resolve differences when they may emerge with respect and civility.

Integrity – Our success and reputation depend on our integrity as an organization. Therefore we use consistent, reliable decision-making to guide our efforts. We apply common sense and good judgment to our work, and recognize our essential responsibility to use contributions and resources.

Learning – We believe that learning and curiosity are at the core of everything we do.

Stewardship and Philanthropy – We could not achieve our mission without the generosity, commitment and philanthropic support of our volunteers and donors who share these values.

Diversity, Equity, and Inclusion – EV acknowledges systemic racism and other social injustices and their impact on the EV community. We have begun the journey of understanding racism and injustice and their impacts on people of color and others. We are committed to making change within our organization and to supporting change within the EV community towards a more just and equitable future.

EV has recently updated our strategic plan.

**Typical Working Conditions and Travel**

1. This position will require time spent at the EV office(s), at schools, and other off-site locations. A hybrid option with some (but not more than 30%) virtual work may be an option.
2. There will typically be some travel to schools every week, up to one off-site program per day.
3. This position generally requires a school-day schedule (e.g. 8am-4pm), with some flexibility. Occasional nights and weekends will be required, with advance notice.
4. This position requires the ability to work on a computer, so sitting or standing for periods of time will be necessary. Working in a variety of classroom settings - desks, tables, etc. - with children will also be required.

## **Salary and Benefits**

The salary range for this position begins at \$55,000/year. Benefits include paid holidays, vacation, sick time, and health, dental, vision, life and long-term disability and 403(b) plan, prorated for time worked.

## **Equality Statement**

Equal Opportunity Employer. EV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws.

EV complies with all applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **Instructions to apply**

Submit a cover letter AND resume in PDF format to: Search@EVols.org

Cover letters help to give us a sense of your communication skills, especially in writing. In addition, we want to get a better sense of how you see your work experience preparing you for a position in a small environmental education nonprofit.

In the subject line, please reference your last name, followed by "Education Programs Coordinator"

All interested individuals, including black, indigenous people, and people of color; women; and LGBTQ+ persons are encouraged to apply.

Information including a detailed job description can also be found at:

<http://www.evols.org/opportunities>

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