

Job Announcement
**PROJECT COORDINATOR – SUSTAINABILITY AND SCIENCE EDUCATION &
WORKFORCE DEVELOPMENT**

Strategic Energy Innovations
San Rafael, CA

Strategic Energy Innovations (SEI) is seeking a Project Coordinator to support our K-12 Education, with an emphasis in elementary science and eco-literacy education, and Green Workforce sectors. This position requires a multitasker who is excited to lead and support a variety of our team's workforce education and training programs, partnerships and training of youth and emerging professionals.

This is a full-time regular position based out of our main office staff in San Rafael, CA. Typical working hours are Monday-Friday, includes travel and field support, and requires flexibility for occasional evening and weekend work. Target start date is between March 1st and May 1st, 2019. Applications will be considered on a rolling basis.

ABOUT SEI

SEI is a non-profit organization based in San Rafael, Marin County with a 20+ year track record of designing and facilitating high-impact sustainability initiatives. SEI is committed to actions that sustain our planet. We achieve this goal by partnering with community groups that are integral to local climate and energy solutions, such as housing providers, schools, colleges and universities, and municipal governments through funding from diverse federal, state, municipal, and foundation sources. Our staff works closely in a team-oriented environment supporting each other on projects and creatively developing new models and approaches. We're looking for a resourceful individual to join our team who enjoys leading and supporting multiple concurrent projects and has the ambition to grow with our organization. More details on our programs and services can be found at:

- <http://www.seiinc.org>
- <http://www.energizeschools.org>
- <http://www.climate-corps.org>
- <http://www.energizecolleges.org>

PROJECT COORDINATOR RESPONSIBILITIES

The Project Coordinator reports to and supports the activities of SEI's Executive Director and other program directors and managers, in addition to leading programs of their own. We are looking for candidates who can work comfortably and professionally with a diverse set of colleagues, partners, clients and program participants, that include: K-12 administrators, teachers and students, young professionals, community stakeholders, financial and technical service providers, and funders. The Project Coordinator will be involved in all phases of projects, from design and fundraising, to planning, implementation, evaluation and reporting. This team member will manage staff and external partners contributing to their programs, providing appropriate direction, support, mentoring and supervision.

RESPONSIBILITIES WILL INCLUDE:

- Lead and/or assist on programs focused primarily on our efforts within our education and workforce sectors.
- Lead elementary school science and eco-literacy education initiatives using the school garden and campus holistically as a living learning laboratory.
- Supervise, teach, or mentor students and/or young professionals working on science, eco-literacy, and climate protection projects in trainings and in schools.
- Assist with all aspects of our education projects and programs, including curriculum development, teacher training, instructional planning, direct instruction, staff supervision and mentorship, evaluation, and reporting.
- Assist with all aspects of our workforce development programs, including participant recruiting, supervision and oversight, training and professional development, and maintaining the administrative structures that enable fluid program delivery and reporting. The person in this role will have a special emphasis on supporting young professionals as science and eco-literacy teachers in elementary school gardens.
- Establish and expand strategic contacts and our agency's reputation as an innovator, expert and thought partner by representing the organization externally at select conferences, workshops, meetings and events.
- Support our team with various fundraising activities, including proposal and grant writing efforts.

QUALIFICATIONS

- Master's degree in an educational or environmental discipline. A Bachelor's degree may be considered in cases where applicant can demonstrate relevant job or equivalent master's level experience with an increasing degree of scope and responsibility.
- Expertise in elementary science education (including strong understanding of the Next Generation Science Standards), outdoor eco-literacy education, and teacher training, including the demonstrated ability to design and lead trainings and coaching for emerging teachers on systems, structures, and strategies for successful instructional practice and classroom management.
- Broad understanding of sustainability, climate change, energy, sustainable agriculture/gardening, and life/ Earth science concepts and topics, evidenced by experience teaching these subjects, work in these fields and/or pursuit of additional coursework, seminars and professional certifications.
- Knowledge, experience and skill in the education sector, with traditional or non-traditional instructional experience. Understanding of the organizational mechanisms of school districts, elementary schools, and funders highly desired.
- Evidence of strong verbal and written communication, analytical and organizational skills.
- Experience and ease developing relationships and skilfully working with colleagues, partners, clients, and constituents.
- Prior people management, mentoring and supervision experience and aptitude, including ability to convey direction in a positive, constructive and succinct manner. Aptitude for interpersonal rapport building and working collaboratively with others. Experience with coaching emerging teachers highly desired.
- Track record of successful project management and taking on a growing body of work with timely fulfilment of associated tasks & deliverables.
- Exceptional time management and organizational skills and ability to self-manage and follow through to ably and reliably meet multiple, concurrent deadlines.

- Strong experience with and interest in various information technologies along with competency across the Microsoft suite of office automation software (e.g.: MS Word, Excel, Power Point, etc.). Aptitude to quickly learn industry or project specific software.
- Ability to work under direct supervision, collaboratively in teams/ partners, or independently.
- Valid drivers' license and access to a reliable vehicle.

COMPENSATION

SEI offers a competitive starting salary for this position of \$55K to \$60K plus company paid medical benefits.

PHYSICAL REQUIREMENTS

This position requires applicants to perform the following tasks: Read/comprehend, write, perform calculations, communicate orally, reason and analyze, use fine finger movements, use a computer and mouse, sit, stand, walk, drive a motorized vehicle, carry and/or lift up to 40 pounds, reach above shoulder level, bend, squat, crouch, kneel, push/pull, grasp.

APPLY TO

Qualified applicants should email a resume and cover letter describing how their interest, qualifications, and experience are a perfect match for this position, to Strategic Energy Innovations at jobs555@seiinc.org Please include "Project Coordinator #2" in the subject line of your email.

No phone calls please. Strategic Energy Innovations is an equal opportunity employer.