Job Announcement
Associate Project Coordinator - Sustainability Education
SEI - San Rafael, CA

OVERVIEW
SEI is seeking an Associate Project Coordinator to support SEI and our sustainability-focused K-12 programs, Energize Schools, and Climate Corps Education Outside. This is a full-time position based out of our main office in San Rafael, CA. Typical working hours are Monday-Friday, 8:30 to 5:00 p.m., and include occasional travel and field support, and require flexibility for occasional evening and weekend work. The Associate Project Coordinator reports to and supports the activities of SEI’s Executive Director and other program directors in addition to primary job role here.

IMPACT
In this position, you will play an integral role across our organization, working closely with its leadership and program teams, contributing to and shining a light on our critical work building leaders to drive sustainability solutions. By applying your creativity, passion, and climate knowledge at SEI, our leading-edge education and workforce models will be more accessible, fundable, further-reaching, and impactful.

COMPENSATION & BENEFITS
Receive a competitive starting salary for this position of $62,400 plus company-paid medical, sick time, vacation time, 14 paid holidays per year, in-house dental/vision/chiropractic plan, Comp time, participation in a 403(b) Retirement Savings Plan (with matching after one year of employment), and a flexible work schedule (telecommuting 2 days/week).

DIVERSITY, EQUITY, & INCLUSION
We seek candidates that share SEI’s commitment to equity and environmental justice, who share a commitment to work and learn within an anti-oppression framework. Persons of color, persons with disabilities, and members of the LGBTQIA+ community are strongly encouraged to apply. SEI is proud to be an equal opportunity employer and is committed to promoting diversity, inclusion, and equity. We believe that a wide array of perspectives contributes to creative climate solutions where all communities thrive. We strive to reflect diverse communities, especially those most impacted by climate change and other kinds of environmental, social, and economic injustices.

POSITION RESPONSIBILITIES
● Supervise, teach, or mentor students and/or professionals working on climate protection projects through trainings, curriculum development, and instruction in schools.
● Assist with all aspects of our education workforce development programs, including teacher recruiting, supervision and oversight, teacher training and professional development, and maintaining the administrative structures that enable fluid program delivery, evaluation, and reporting.
• 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.
• Support our team with various fundraising activities, including partnership development, proposal, and grant writing efforts.

BASIC QUALIFICATIONS
• Bachelor’s degree plus 2 or more years of experience in sustainability education.
• Fluency in reading, writing, and conversational Spanish
• Access to reliable transportation for work-related commitments.
• Genuine commitment to anti-racism and willingness to work in racial equity frameworks and experience in addressing racism and racial equity with team members and programmatically.
• Demonstrated mastery in project management & work organization.
• Track record of expanding your role, responsibilities & associated outcomes.
• Foundational knowledge of: educational, & climate/environmental concepts & constructs.
• Basic understanding of the nature of & players within local public agencies, nonprofits, businesses & educational institutions.
• Broad and deep understanding of sustainability, climate change, energy conservation, energy efficiency, renewable energy, green infrastructure, and building science concepts and topics, evidenced by experience teaching these subjects, working in the field, and/or pursuit of additional coursework, seminars, and professional certifications.
• Knowledge, experience, and skill in the education sector, with traditional or non-traditional teaching and curriculum design experience.
• Exceptional time management and organizational skills and ability to self-manage and follow through to ably and reliably meet multiple, concurrent deadlines.
• Ability to work under direct supervision, collaboratively in teams/ partners, or independently.

PREFERRED QUALIFICATIONS
• Prior people management, mentoring, career coaching, and supervision experience and aptitude, including ability to convey direction in a positive, constructive, and succinct manner.
• Experience engaging underserved communities, preferably around jobs-related programs or services.

PHYSICAL REQUIREMENTS
SEI requires all employees be vaccinated for COVID with exceptions for health & religious reasons. 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.

HOW TO APPLY
Visit our Careers Page and fill out the application form, selecting the role you are applying for and uploading both a resume and cover letter describing how your interest, qualifications, and experience are a perfect match for this position. Target start date is as soon as possible. Applications will be considered on a rolling basis. No phone calls, please.
ABOUT SEI
SEI is a teams-based, non-profit organization based in San Rafael in the Bay Area, CA, with offices in San Diego, Los Angeles, Sacramento, Seattle, Sitka (Alaska), and the greater New York area, dedicated to building leaders to drive sustainability solutions. For over 24 years, SEI has partnered with schools, communities, and businesses to develop a sustainability leadership pathway from elementary school to early career. Our flagship programs educate and empower students, workers, and emerging professionals to create thriving, resilient communities.