



Job Announcement
Project Coordinator – Sustainability Workforce
SEI
San Rafael, CA

SEI is seeking a Project Coordinator to support our green workforce and higher education 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 emerging professionals.

This full-time regular position will be based in San Rafael (initially temporarily working remotely out of your home), and later when it is safe to do so, will work onsite in our main office in San Rafael, CA, as well as future intermittent travel and field support (eventually when it's safe to travel), and requires flexibility for occasional evening and weekend work. Typical working hours are Monday-Friday, 8:30 to 5:00 p.m. Applications will be considered on a rolling basis. Target start date is as soon as possible.

ABOUT SEI

SEI is a non-profit organization based in San Rafael in the Bay Area, CA, dedicated to building leaders to drive sustainability solutions. For over 20 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 and emerging professionals to create thriving, resilient communities. Our staff works within teams to support each other on projects and to creatively develop new and effective models.

We're looking for a resourceful individual to join our team who enjoys leading and supporting multiple concurrent projects, and as SEI promotes from within, has the ambition for growth with our organization. More details on our programs and services can be found at:

- seiinc.org
- energizeschools.org
- energizocolleges.org
- climatecorps.org
- energizecareers.org

PROJECT COORDINATOR RESPONSIBILITIES

The Project Coordinator supports the cross-programmatic activities of SEI's higher education and workforce development programs under the direction of the Executive Director as well as other program directors and managers. We are looking for candidates who can work comfortably and professionally with a diverse set of colleagues, partners, clients and program participants, that include: college faculty and students, young professionals, individuals who experience systemic and/or individual barriers to employment, federal, state and local government department staff, policy makers, 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 workforce and education sectors - Energize Colleges, Energize Careers, and Climate Corps.
- Supervise and mentor higher education students and professionals working on climate protection projects in schools, on campuses, local governments, non-profits, and private companies.
- Establish and expand strategic contacts and our organization's reputation as an innovator, expert and thought partner by representing SEI and our programs externally at select conferences, workshops, meetings, and events.
- 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, evaluation, and reporting.
- Assist with all aspects of our higher education projects and programs, including curriculum development, faculty 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.

QUALIFICATIONS

- Bachelor's degree (advanced coursework a plus) in a quantitative discipline, environmental studies, or related field or equivalent work experience. Master's degree welcome.
- 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.
- 3+ years of experience in workforce development and/or career coaching.
- Experience engaging underserved communities, preferably around jobs related programs or services.
- Knowledge, experience, and skill with networking, partnership development, public speaking, group presentations.
- Understanding of the organizational mechanisms of city governments, non-profit and for-profit organizations, workforce development organizations, and colleges is highly desired.
- Experience and ease developing relationships and skillfully working with colleagues, partners, clients, and constituents.
- Prior people management, mentoring, career coaching, and supervision experience and aptitude, including ability to convey direction in a positive, constructive, and succinct manner.

- Coaching and mentoring experience working with individuals who experience systemic and/or individual barriers to employment.
- Experience networking and developing relationships with workforce development organizations including training institutions, colleges, apprenticeship programs, Workforce Investment Boards, and wrap-around service providers.
- Ability to work under direct supervision, collaboratively in teams/ partners, or independently.
- Experience in and the drive to address racism and create race equity with the team members and programmatically.
- Aptitude for interpersonal rapport building and working collaboratively with others.
- Track record of successful task prioritization and execution, and deft management of a growing body of work with timely fulfillment 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 Google and Microsoft suites of office software (e.g.: MS Word, Excel, Power Point, etc.). Aptitude to quickly learn industry- or project-specific software.
- Evidence of strong verbal and written communication, analytical, and organizational skills.
- Valid driver's license and access to a reliable vehicle.

COMPENSATION

SEI offers a competitive starting salary for this position of \$61K per year plus company-paid medical, sick, vacation, 13 paid holidays per year, in-house dental reimbursement plan, comp time, and participation in 403(b) retirement savings plan (company matching commences after one year of employment).

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 SEI at projectcoordinator@seiinc.org. Please include "Project Coordinator - Workforce" in the subject line of your email. No phone calls please.

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. Persons of color, persons with disabilities, and members of the LGBTQ community are

strongly encouraged to apply. A commitment to work and learn within an anti-oppression framework is required. <https://www.seiinc.org/dei.html>