

# Regional Program Coordinator

CONTRACT POSITION DESCRIPTION: WASHINGTON DC



EcoRise inspires a new generation of leaders to design a sustainable future for all. Our school-based program empowers youth to tackle real-world challenges in their schools and communities by teaching eco-literacy, design, and social innovation. Now entering its ninth year, EcoRise has launched programming in over 500 schools globally.

## POSITION OVERVIEW

EcoRise seeks a professional for the contract position of Regional Program Coordinator: Washington DC. This individual will support the program team with teacher engagement, training, and support, hosting a Student Innovation Spring Showcase, recruiting and re-signing teachers for the 2018-19 school year, and program evaluation and analysis. The Regional Program Coordinator will report to the Program Director. If you are dynamic, self-driven and ready to be part of something meaningful, we invite you to contribute your skills, ideas, and voice to our team and help us inspire a new generation of green leaders.

## PRIMARY RESPONSIBILITIES

- ✓ Teacher support and training: Connect with teachers via email, phone, and in-person visits to support the implementation of EcoRise lessons and resources. Organize and co-facilitate teacher workshops and events. Support teachers in applying for Eco-Audit Grants.
- ✓ Student Innovation Showcase: Organize and host our first annual DC Student Innovation Showcase in collaboration with local partners.
- ✓ Teacher recruitment: Re-sign current teachers and recruit new teachers at both public and charter school for 2018-19 school year.
- ✓ Community engagement: Participate in and support community events relating to environmental education to strengthen partnerships that increase the efficacy and impact of our collective mission.

## REQUIREMENTS

- Relevant experience working in K-12 education and/or environmental sustainability (4+ years)
- Excellent written, verbal and interpersonal communication skills
- Self-driven personality with effective project management skills
- Attentive to details with keen aptitude for organization
- Willingness to work occasional nights and/or weekends.
- Strong computer literacy skills, including proficiency in Microsoft Office Suite and Google Apps

## TIMELINE AND COMPENSATION

Project is expected to take 10-15 hours per week, with an estimated timeline of February - June 2018, at \$30/hour.



**Interested? Email your resume and cover letter to [support@ecorise.org](mailto:support@ecorise.org) by December 31, 2017.**