



**Title:** Environmental Education Coordinator  
(30% Field and 70% Office *PRC is a hybrid at-home/office work environment*)

**Status:** Full-Time Exempt

**Supervisor:** Deputy Director

**Salary Range:** \$35,000 – 38,000

**How to Apply:** Submit resume and thoughtful cover letter to [admin@prc.org](mailto:admin@prc.org)

**Job Summary:** Develop, coordinate, implement and facilitate PRC's education programs for a range of ages in the public, business, and municipal government sectors. A successful candidate will demonstrate a clear commitment to resource conservation. The position will require the candidate to work independently and creatively to execute assigned projects and programs. Role will be a balance of project coordination, on the ground program operations, educational program design, and public facing outreach and inquiry management.

**Duties and Responsibilities:**

- Work with Director and other PRC staff to develop and implement new and existing education programs/projects
- Schedule and conduct existing in-school and adult education workshops/webinars on backyard composting, vermicomposting, watershed awareness and rain barrels, recycling and waste reduction awareness, and other mission focused topics
- Research and develop new adult education workshops/webinars, curriculums, and lesson plans and update/adapt current ones
- Develop and maintain a working relationship with regional teachers, school administrators and other environmental education professionals.
- Manage inventory of educational program supplies including backyard composting bins, rain barrels, and more
- Assistance with researching and writing grant proposals
- Supervise assigned volunteers and interns
- Manage assigned program budgets
- Other duties as assigned

**Qualifications/Skills/Abilities:**

- B.S./B.A., education, environmental science, ecology or related program required. Or commensurate experience
- Knowledge of PA Environmental Academic Standards a plus
- Must have valid PA driver's license and provide own transportation to PRC and offsite presentation events throughout the local region

- Experience working with children and adults
- Ability to work with all age ranges
- Experience successfully balancing multiple tasks simultaneously with attention to detail under minimal supervision
- Excellent oral and written communications skills and ability to plan, organize and prioritize workload
- Experience writing/developing lesson plans, curriculums, outreach programs
- Ability to lift, load, and unload multiple compost bins and rain barrels
- Office and organization skills: Proficient in a variety of software programs including Microsoft Word, Excel, PowerPoint, Adobe Acrobat, Outlook
- Experience with presenting on Zoom, Google Meet, and other online platforms
- Must be available/willing to work nights and weekends as necessary
- CPR and First Aid certification beneficial
- Willing to submit to criminal and abuse clearances to work with children
- Must exhibit commitment to PRC's mission of resources conservation through sustainable waste management

**The Pennsylvania Resources Council is an Equal Opportunity Employer**

PRC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, gender, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical condition, mental or physical disability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

**Americans with Disability ACT (ADA)**

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.