



## **Environmental Program Coordinator Job Description**

Our mission: PRC stewards resources to prevent waste and conserve the environment

**Status:** Exempt / Fulltime / Permanent

**Salary Range:** \$40,000

**Supervisor:** Eastern Program Director

**Location:** Media, PA

**Purpose of the Position:** This position serves as the lead for the Growing Greener Communities (GGC) Watershed Initiative, helping to coordinate and streamline collaborative work with several partner organizations. Targeting the Darby Creek and Cobbs Creek Watersheds, the initiative focuses on reducing residential lawn grasses by installing small scale green stormwater infrastructure (GSI), such as rain gardens, to increase habitat and improve infiltration within the densely developed watershed. The environmental program coordinator will help meet the growing demand for the partners' stormwater education and GSI services, develop a rain garden apprenticeship program, produce content for the GGC website, and conduct environmental education programming.

This Environmental Justice initiative attempts to address stormwater issues in the watershed and help to manage stormwater runoff that inundates the lower watershed, disproportionately impacting low-income communities and communities of color.

### **Essential Functions**

- Project leader for Growing Greener Communities Watershed Initiative
- Help organize and write content for inclusion on the new GGC website
- Perform Stream Smart Stormwater House Calls and write reports to identify ways homeowners can better manage stormwater on their properties
- Develop a rain garden apprenticeship program including volunteer recruitment
- Coordinate apprenticeship work with our rain garden team partners
- Conduct environmental education programming for adults and youth
- Assist with grant writing, rain garden installations, flow through planter building
- Assist when needed with e-waste collections and other potential waste diversion efforts

### **Relationships**

- Reports directly to the eastern program director
- Collaborates with other PRC staff as necessary to support the GGC initiative and PRC as a whole
- Collaborates with representatives from GGC partner organizations
- As appropriate, supervises and assists volunteers for office projects, special events and program implementation
- Interacts with public, vendors, volunteers, public employees and officials, and others
- Carries out other tasks and responsibilities as requested by the eastern program director

### **Equipment**

- High degree of proficiency operating computer systems, including Microsoft Office 365 and Office programs, desktop publishing, e-mail, and internet
- Familiarity with standard office equipment

**Attributes**

- Prior work with nonprofits desired
- Passion for conservation and watershed preservation and waste diversion preferred
- Knowledge of green stormwater infrastructure preferred
- Experience with a hands-on work environment
- Two years of work experience in related field preferred
- Strong oral and written communications skills
- Must have valid PA driver's license and provide own transportation to PRC and offsite events
- Common sense, organized, accurate, team player, sense of humor, and willing attitude are essential
- Self-motivated, dedicated to accomplishing the task, able to take initiative, troubleshoot and solve problems
- People oriented, able to work well with other staff and professionally represent PRC
- Willing to work evenings and weekends as needed during rain garden building seasons

**Physical Requirements:**(e.g., lifting, reaching, climb, push/pull, etc.)

- Able to work outdoors in prevailing elements
- Able to work on feet for minimum of 4 hours per day

**Benefits:** Benefits include health, dental, vision, life insurance, paid vacation, sick and personal leave, retirement with employer contribution.

*PRC is an equal opportunity employer. It is the policy of Pennsylvania Resources Council to employ the person best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin, disability or marital status.*

*PRC is committed to environmental justice. We contribute to efforts to address the disproportionate environmental burdens born by low-income communities and communities of color. In pursuit of our mission, we aspire to sustain an inclusive, equitable, just, and welcoming culture where differences are embraced.*

**To apply send a cover letter and resume to Diana Andrejczak at [andrejczak@prc.org](mailto:andrejczak@prc.org).**