



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: \$42,500-45,000

How to Apply: Submit resume and cover letter Sarah Alessio Shea at admin@prc.org

Start Date: early/mid-June

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 requires the candidate to work independently and creatively to execute assigned projects and programs. Role is a balance of project coordination, on the ground program delivery, 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 and projects
- Schedule and conduct existing in-school and adult education workshops and webinars on backyard composting, watershed awareness and rain barrels, recycling and waste reduction awareness, and other mission focused topics
- Research and develop new adult education programs, curriculums, and lesson plans and update/adapt current ones
- Develop and maintain working relationships with regional teachers, school administrators and other environmental education professionals.
- Manage inventory of educational program supplies including backyard composting bins, rain barrels, and more
- Assist with researching and writing grant proposals
- Supervise assigned volunteers and interns
- Manage assigned program budgets
- Other duties as assigned

Characteristics:

- 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 -- milage for work travel is reimbursed
- 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 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 presenting on Zoom, Google Meet, and other online platforms
- Able to work some evenings and weekends
- 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 resource conservation through sustainable waste management

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 borne 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.