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**Job Announcement:**

**Program Coordinator (ECO2school)**

The Center for Climate Protection, a non-profit organization based in Sonoma County, seeks a talented community builder who easily relates to and enjoys mentoring young people, is excited to create healthier communities through active transportation, and is passionate about climate protection.

**About ECO2school:**

ECO2school is a student leadership program connecting climate and social issues while building leadership skills that lead to positive change. By giving students tools and training, we create an environment that encourages, supports, and drives young people to think creatively and implement successful solutions-based projects. This award-winning program encourages students to use alternative modes of transportation and reduce greenhouse gas emissions. It integrates with existing high school curriculum to educate students about personal, community, and environmental health issues related to climate change.

We provide guest speakers, in-class education, and service learning opportunities to support student leaders. By working both in the classroom and with clubs, ECO2school engages students in activities that are fun and transformative. Program benefits are not just academic. ECO2school also reduces congestion, saves costs on transportation as well as promotes healthy living, safe commutes, biking, transit ridership, and improved air quality for the entire community.

## Position Overview:

This is a part time (20-30hr), position. In the 2018-19 school year, ECO2school will operate in fifteen Sonoma County high schools. The Coordinator will work as part of a team responsible for implementation of the Sonoma County program.

Duties and Responsibilities:

* Recruit and mentor student leaders to organize and implement the ECO2school program in schools throughout Sonoma County
* Work at school sites with teachers and administration
* Make presentations to students and community organizations about climate, bicycle safety, and other topics related to active transportation
* Assist student leaders organizing and implementing peer-to-peer education activities including bike rides and slow races
* Organize and facilitate youth leadership development trainings
* Develop and maintain a social media presence including a blog and website
* Fulfill contract and grant tracking and reporting responsibilities as required
* Work with community leaders and businesses to further develop and support the ECO2chool program
* Help with data collection, aggregation, and evaluation
* Collaborate with Youth Leadership program staff, other members of the CCP team, staff from regional partners, vendors, and other stakeholders
* Other duties as needed

## Minimum Qualifications:

* Minimum two years of relevant work experience including a proven track record of effective leadership, organizing, and communicating with youth or families, communities of color, and/or underserved communities.
* Bachelor’s Degree or equivalent
* An interest in bicycling, climate change and/or youth
* Excellent references

## Desired Skills and Qualities:

The position requires an entrepreneurial, personable, confident team member with a sense of humor who possesses the following skills and qualities:

* **Relatable:** Works well with young people, especially high school students
* **Committed:** Understands and is passionate about climate protection and is able to incorporate relevant social, youth, and climate justice issues into programing
* **Bicyclist:** Has a good understanding of bicycling street skills and bike mechanics
* **Communicator**: Superior oral and written communication skills to craft and articulate clear, concise messages
* **Interpersonal:** Listens well, considers and responds appropriately to the needs and capabilities of different people in different situations
* **Quick Learner:** Uses good judgment and make recommendations to resolve problems
* **Organized:** Completes task on time and has the ability to work effectively and efficiently with minimal supervision
* **Team-oriented:** Skilled in relationship building and networking, makes a positive contribution to achieving program goals, and motivating others
* **Initiator:**  Is able to identify challenges and advance innovative solutions
* **Facilitator**: Takes leadership and responsibility in meetings
* **Technically Skilled**: Is proficient with the Microsoft suite including Excel
* **Flexible:** Willing to try new things, explore new possibilities in programming, and support the team as needed
* **Upbeat**: Conveys a positive outlook
* **Bilingual**: Ability to communicate in more than one language is a plus

This job requires extensive travel throughout Sonoma County and sometimes the greater Bay Area. The successful applicant should own a car or have access to a reliable means of transportation required for work. It would help if you either live in Sonoma County or are willing to move to here.

## Terms:

This is a part-time, grant-dependent position. Salary is commensurate with work experience, skills, and educational background. Benefits include paid vacations, holidays, and health insurance. The person in this position will work from the office located in Santa Rosa, California. This position is dependent on grant funding. *The Center for Climate Protection strives to create a workforce reflective of the community it serves. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin. All qualified applicants are encouraged to apply.*

## To Apply:

We encourage anyone interested in this position to submit an application as soon as possible. Please email your resume and a cover letter of no more than 250 words explaining your interest in the job and why you're qualified to Amy Jolly at amy@climateprotection.org. Names and contact information for your last three supervisors or clients (including your current supervisor or client, if applicable) will be required if you are asked for an interview. Please include “ECO2school Program Coordinator” in the subject line, and let us know where you learned about the position.

We will begin reviewing applications on June 6th. The position is open until filled. No phone calls, please.

The mission of the Center for Climate Protection is to inspire, align, and mobilize action in response to the climate crisis. We partner with business, government, youth and the broader community to advance practical, science-based solutions for significant greenhouse gas emission reductions.