



**We're Hiring!**  
**Join USEE as our Program Coordinator**

**Title:** Program Coordinator

**Start Date:** When filled

**Location:** Remote, candidate must be located in Utah, preference will be given to individuals located along the Wasatch Front

**Work Hours:** Flexible schedule Monday-Friday, with availability from 10am-4pm. Occasional weekends and evenings, local and regional travel required. Part-time, approximately 15-25 hours per week.

**Compensation:** \$15-17/hour, \$25/paycheck internet stipend

**Position Description:** The Utah Society for Environmental Education is seeking a Program Coordinator to manage and grow our programs, including educator professional development offerings, our Annual Conference and Utah Green Schools program.

The ideal candidate will be passionate about environmental education and creating a culture of environmental literacy, knowledge and action to create a sustainable future for Utah. The ideal candidate will have experience facilitating programs for adult learners online and in-person, and event planning, in addition to some knowledge of environmental education and K-12 education in Utah.

This position is a part-time, hourly position funded through June 2022, with the possibility of an extension. USEE is a remote workplace and this position will be fully remote.

**Who We Are:** The Utah Society for Environmental Education, a 501(c)(3) organization, is the Utah Affiliate of the North American Association for Environmental Education. We promote excellence in environmental education and community engagement to connect all Utahns to their natural world.

**What You'll Do:** USEE's core programs allow us to deliver on our mission and help us build engagement and support. The Program Coordinator will oversee USEE's programs as an organization. This includes program facilitation, collaboration with local and national partners, event coordination and working directly with our stakeholders.

### **Responsibilities include:**

- Program coordination of educator professional development for formal (PreK-12) and informal educators
  - Serves as primary facilitator of Project Learning Tree, Project Wet, and NAAEE Guidelines for Excellence professional development programs
  - Oversees workshop planning and development, marketing and outreach, program evaluation and reporting
  - Responsible for cultivating partnerships to support and co-facilitate professional development programs
- Providing assistance for additional professional development offerings, including monthly webinars, quarterly EE Community Calls and other programs as they arise
- Planning and managing the Annual Environmental Education Conference with the Executive Director
  - Developing conference schedule and materials
  - Overseeing conference communications
  - Works with the Executive Director to select invited speakers
- Providing assistance with the Utah Environmental Education Microcredential Program, Certification Program and Utah Green Schools Program
- Exploring and developing partnerships for collective impact regarding Utah EE efforts
- Assist Executive Director with program related grant writing, fundraising initiatives, membership, volunteers, and interns, and other non-profit management duties as assigned
- Staying informed about and involved in EE best practices and current trends at both the state and national level

### **Who You Are**

- Educator & Facilitator: USEE's programs provide high quality professional development and learning opportunities for practicing environmental educators. The ideal candidate will have a background in facilitating programs for adults and an understanding of how programs are delivered to K-12 students. The ideal candidate must be comfortable with public speaking, meeting the needs of their audience, teaching in a variety of settings, and with developing and delivering new programs.
- Event Planning: USEE's Annual Conference, held in November, provides an opportunity for learning and networking. With an annual attendance of approximately 100 attendees and 20+ speakers, we're looking for a candidate who is organized, detail oriented, and is eager to make this a compelling event for all who attend.
- Care About Environmental Education: EE is a practice that can help meet the needs of educators while also supporting students. We have seen an increased interest in EE over the past year. The ideal candidate will have some knowledge of the field of environmental education and how it can be used to support PreK-12 education in Utah. The ideal candidate will have an interest in building their EE skills and understanding of best practices and trends in the field.

- Teamwork: The Program Coordinator will work closely with the Executive Director, Communications Coordinator, and USEE Committee Members. This role will require excellent communication and collaboration skills.
- Proactive: USEE is a small organization and we are always willing to try something new. This role will require creativity and a proactive approach to managing our programs.
- Learning Software: Ideally, this candidate will be familiar with or eager to learn systems that we use to manage our programs, including GSuite, Asana, Mailchimp, Moodle, Canva, and Little Green Light.

### **What Else You Should Know:**

The Utah Society for Environmental Education is an equal opportunity employer. We encourage people who are Indigenous, people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

This position is fully remote, with occasional in-person meetings and events. The majority of our events are held at locations along the Wasatch Front. **The compensation for this position is \$15-17/hour, with the exact rate depending on experience. Work hours are flexible and negotiable. This is a part-time role, approximately 15-25 hours per week. The Program Coordinator will be provided with a work computer and internet stipend of \$25/paycheck.**

### **How to Apply:**

[Please fill out this application](#) and send a resume to USEE's Executive Director, Alex Porpora at [director@usee.org](mailto:director@usee.org). Applications will be reviewed on a rolling basis.