



POSITION AVAILABLE:
Youth Education Program Coordinator
Please submit applications by April 15, 2022

LOCATION: 16 NW Kansas Ave. Bend, OR 97703
DESIRED START DATE: Week of June 6, 2022

About Us: The Environmental Center (TEC) is a regional hub of environmental education, engagement, and action. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work and play – for all of us today and for future generations to inherit. Our mission is to embed sustainability into daily life in Central Oregon. We are educators, advocates, and organizers who believe local action can make a world of difference.

We are committed to listening, learning and understanding how The Environmental Center can help to dismantle systemic oppression. We prioritize equity and accessibility in the decisions we make, partnerships we build, services we deliver, and outcomes we seek to achieve. We're looking for a teammate who is willing to learn with us and participate in this process.

Learn more about TEC's mission and commitment to equity at envirocenter.org.

Summary of Position: The Youth Education Program Coordinator (YEPC) supports TEC's success by educating and engaging youth on sustainability education topics, healthy ecosystems and stewardship, and school sustainability initiatives. This role is focused on the direct education of youth throughout Central Oregon in classrooms and in outdoor education environments.

Our youth education programs reach students in grades K-12 with a focus on 4th and 5th grade students in classrooms. As our programs grow and evolve, we're seeking a Program Coordinator who is excited about teaching students about the impact they have on the earth, and inspiring them to help others make changes for a sustainable world.

This is a 32 hours/week position with benefits. The work schedule will generally be within the school schedule with some early morning and late evenings. General day is 8-4 with flexibility. Occasional evening and weekend work will be required. This person should reside in Central Oregon (Deschutes, Crook, or Jefferson County). See page 3 for more information about hybrid work.

This position reports to the Youth Education Program Manager (YEPM) and regularly collaborates with the Youth Education Program Director and other Environmental Center staff. This position manages small contracts occasionally.

ESSENTIAL OUTCOMES FOR THE SUCCESS OF THIS POSITION

- An engaging and hands-on sustainability education program for Central Oregon youth
- Positive feedback from teachers about the quality of educational programs and lesson delivery
- Excellent summer programming focused on stewardship and environmental education topics

In addition, each TEC staff member is asked to:

- Develop an annual work plan with clear, measurable goals that are consistent with TEC's



strategic plan.

- Identify and work towards annual growth and development goals.
- Participate in diversity, equity, and inclusion (DEI) learning opportunities and conversations.
- Represent the values adopted in our Team Charter.

SCOPE AND DUTIES OF THIS POSITION

Sustainability Education Program Development (~30%)

- Adapt and develop curriculum for in-person and virtual programs with YEPM and YEPD
- Support and work with outdoor school interns with support from YEPM
- Align lessons with local, state, and other educational standards, and ensure lessons are culturally relevant and responsive
- Develop and present new lesson ideas, as needed
- Build and maintain relationships with community partners that allow us to collaborate and reach more students
- Create and distribute marketing materials with support from YEPM
- Provide and highlight Youth Education program content for the website and social media for community and schools

Sustainability Education Program Delivery and Evaluation (~60%)

- Schedule and deliver lessons in classrooms and outdoors throughout Central Oregon
- Utilize DEI resources and ongoing learning opportunities to deliver lessons and programs that are relevant and responsive to all students
- Complete all follow-up reports, student tracking, and other pertinent information for funding grants, contracts, and agreements with Deschutes County Solid Waste (one of our primary funders)
- Create final reports for education programs in which YEPC is the lead educator
- Evaluate TEC's outdoor education programs for effectiveness and alignment with TEC's strategic initiatives
- Integrate feedback annually from educators on program effectiveness
- Build and maintain supportive relationships with school educators and schools
- Ensure all communication with teachers and feedback from the program is completed in a timely manner
- Update, promote and deliver outdoor school programming during the school year
- Deliver engaging summer programs to youth

Other (~10% of the time)

- Participate in monthly check-ins and an annual review with YEPM
- Answer community inquiries and provide accurate information about TEC and youth education programs in Central Oregon
- Provide vacation coverage, as needed



- Complete timekeeping and other reporting requirements
- Serve on various committees to build relationships with partner organizations that support the mission of TEC

WE ARE LOOKING FOR...

- Prior experience and skills in the following areas is highly preferred:
 - Formal or informal education with students grades 3-8
 - Classroom management understanding and skills
 - Environmental and outdoor education experience
 - Familiarity with NGSS standards
- Commitment to building a more welcoming, inclusive organization and local sustainability movement
- A willingness to learn, adapt and be flexible as we navigate hybrid work and teaching
- Communication that fosters collaboration with staff, board, members, and educational community to achieve strategic goals, while building trust across diverse communities.
- Creative and innovative thinking that can help all individuals to fully participate in our mission

The YED Program Coordinator's scope of work requires English language fluency because the region we serve primarily speaks English as a first language. Bilingual candidates, especially in English and Spanish, are highly encouraged to apply and may be compensated above the base wage for the value this brings to the role and the ability to engage Spanish-speaking youth in Central Oregon.

WE CAN OFFER...

This is a non-exempt, .8 FTE (32/hours per week), hourly position. The base wage for this position is \$20.00 per hour. Candidates with skillsets or experiences including Spanish language fluency, advanced degrees in Environmental Studies or Environmental Education, and/or wilderness first aid certification may be compensated up to a maximum of \$21.50 per hour.

Benefits include a group medical and dental insurance policy (TEC pays 85% of the premium); access to a SIMPLE IRA retirement plan with an employer match of up to 3% of the employee's annual gross income; and a generous personal-paid-time-off policy. We invest in continuing education opportunities for all staff in ways that will help them succeed.

Our current team consists of 16 staff and 14 directors. We are a growing organization, which means our team must be adaptable, flexible, and comfortable with change. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor space. We have a hybrid workplace where employees split their time between working from home, out in the community/schools, and in the office. TEC will provide a laptop, external monitor, keyboard, and mouse, plus a small stipend to support a comfortable home office.

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. Environmental injustices and climate change disproportionately harm the most marginalized people in our society including people of color, from working-class backgrounds,



women, and those who are LGBTQ+. We believe that these communities must be centered in the work we do, and strongly encourage people with these identities to apply.

We also respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

TO APPLY: Please mail or e-mail a cover letter describing your interest in the position, your resume, and three relevant references who can attest to your qualifications.

The Environmental Center, Attn: Jackie Wilson
16 NW Kansas Ave, Bend, OR 97703
No phone calls, please.

E-mail: jackie@envirocenter.org

Please submit applications by April 15, 2022, at 5:00 p.m.

For assistance or to request accommodations, please contact Jackie Wilson (she/her) at jackie@envirocenter.org or call (541) 385-6908.

TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications, not on race, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.

