

School Outreach Specialist

About Project Green Schools

Project Green Schools supports development of a future workforce that cares about the environment, is aware of environmental issues and conversations, has developed leadership capabilities, and is skilled in STEM.

- **Project Green Schools Chapters** - School-based clubs engaging in STEM education, service projects, and green events. Chapters receive a handbook and access to the Project Green Schools **12 Pathways to Greening your School™** which provides current and dynamic STEM content, project ideas, links to global green organizations, and a calendar of global happenings.
- **National Green Schools Society** - A recognition program for environmentally focused students to create extraordinary impact in schools and communities. Students receive pins and certificates for recognition of their hours of service to their communities. Graduating seniors who achieve honors can earn a graduation stole.
- **Green Student Leadership Council** - We believe student participation is essential to current and future environmental solutions, the development of a Green Workforce and a healthy economy. Leadership Council students are given a seat at the table. They make connections which help them find their place in higher education, the workforce and government and public service.
- **Green Difference Awards** - Project Green Schools honors outstanding Environmental Education and STEM/STEAM/e-STEM-related efforts led in our schools and communities through our annual Green Difference Awards. Award winners include students, schools and teachers, as well as business, government, and community groups.

For our 10th anniversary, we are focusing our program, extending our reach, and increasing our impact. Our goals are: free, sustainable programs; offerings with significant opportunities for students to learn, make an impact, lead and make an impact; doubling the number of participating schools every year for 5 years.

Job Description

The School Outreach Specialist is an experienced professional responsible for cultivating relationships with schools across the country with the goal of starting new chapters. This position reports to the Executive Director and works closely with Project Green Schools Program and Communication staff and members of our Board of Directors.

Duties

- Assist in developing a strategy to reach out to schools across the nation.
- Craft compelling messages to deliver via email, phone calls and marketing vehicles.
- Answer questions from students, teachers, administrators and parents about Project Green Schools programs and how to participate.
- Sign up groups of students, schools and school districts for Project Green Schools chapter membership and National Green Schools Society.
- Help chapters apply for grant funding.

Qualifications and Knowledge

- Experience working in K-12 education (teacher, administrator, PTO, consultant)

- Knowledge of local and global initiatives and goals related to green, efficiency, conservation, climate, and health.
- Experience in development/sales. Marketing experience highly desirable.
- Performance-oriented with proven success and ability to execute plans and meet goals
- Excellent communication skills
- Strong relationship building skills
- Self-starter with excellent time management skills

Position Type: Part time/contract, 10-30 hours/week. Flexible hours – some days, some evenings. Potential to grow into full time.

Compensation: \$18-26/hr, commensurate with experience

Number of positions open: 1 to 3 (depending on how many hours each contractor takes on)

Send cover letter and resume to robin.organ@projectgreenschools.org Put “School Outreach Specialist” in the subject line.