



PROGRAM COORDINATOR POSITION DESCRIPTION

Title: Program Coordinator

Start Date: This is a grant funded position through December 31, 2022

Location: Remote, candidate must be located in Arkansas

Work Hours: This position is part-time, approximately 15-25 hours per week. Flexible schedule Monday - Friday with availability from 9am - 4pm and occasional weekends and evenings.

Supervisor: AEEA Executive Director

Compensation: \$1,475/month

The Arkansas Environmental Education Association (AEEA) **Program Coordinator** will be responsible for managing and growing AEEA programs and communications. This includes professional development offerings, our annual conference, and all forms of communication.

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 Arkansas. The ideal candidate will have experience facilitating programs for adult learners, event planning, and communication, in addition to knowledge of environmental education and K-12 education in Arkansas.

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

Responsibilities

Programming

- Coordinate and lead AEEA's professional development offerings for formal (PreK-12) and nonformal educators
- Serve as primary facilitator of Project WET and other EE workshops
- Cultivate partnerships to support and co-facilitate programs

- Providing assistance for planning and managing the annual EE conference with the Executive Director and EE Expo Action Team
- Organize and assist with additional programs and networking events, such as Dine & Discover, and virtual webinars, as they arise

Communications

- Create and maintain print communication materials
- Create and distribute monthly electronic newsletters
- Update AEEA website as needed
- Update AEEA Facebook page
- Create press releases as assigned

General Organization

- Staying informed about and involved in EE best practices and current trends at both the state and national level
- Assist Executive Director with program related grant writing, fundraising initiatives, membership, volunteers, and interns, and other non-profit management duties as assigned

Skills and Qualifications

Experience

- Bachelor's degree in education, environmental education, or communication preferred
- Strong communication, relationship, and networking skills: excellent writing, speaking and information sharing skills, with an ability to work effectively with diverse groups of people

Expectations

- Educator & Facilitator: AEEA'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: AEEA's annual conference, the EE Expo, held in the summer, provides an opportunity for learning and networking. With an annual attendance of approximately 100 attendees, 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. 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 Arkansas. 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 and AEEA's Action Teams. This role will require excellent communication and collaboration skills and flexibility.
- Proactive: AEEA 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 Google Suite, Mailchimp, Canva, WordPress, Trello, and Little Green Light.

Compensation & Work Hours

This position is part-time, approximately 15-25 hours per week. The position allows for a flexible schedule Monday - Friday with occasional weekends and evenings. Travel is required at times for meetings and events.

The Program Coordinator will be funded at \$1,475/month, as a fee for service independent contract position. The contract period is funded through December 2022. The rate of pay is \$17/hour, with the understanding that monthly hours will fluctuate with need throughout the year.

About AEEA

The Arkansas Environmental Education Association is a statewide 501(c)(3) organization, supporting, promoting, and providing environmental education. AEEA is the Arkansas Affiliate of the North American Association for Environmental Education and the Arkansas Host Institution for Project WET.

How to Apply

[Please fill out this application](#) and send a resume to AEEA's Executive Director, Sophia Stephenson at director@arkansasee.org. Applications will be accepted on a rolling basis and interviews will begin in January 2022.