

## ***We're Hiring!***

***Join the staff of the Environmental Education Association of Illinois  
as our NEW Program Coordinator!***



### **Title: EEAI Program Coordinator**

**Who We Are:** The Environmental Education Association of Illinois (EEAI) is an independent, member-supported, not-for-profit (501(c) 3) statewide organization. Since 1972, EEAI has worked towards a mission to maintain a vital network that supports and advances environmental education throughout the state.

To facilitate this mission, EEAI is Illinois' administrator for Project Learning Tree® (nationally administered by the Sustainable Forestry Initiative); Project WILD® (nationally administered by the Association for Fish and Wildlife Agencies); North American Association for Environmental Education's Guidelines for Excellence in Environmental Education; Earth Force and RISE Challenge Illinois environmental education programs.

The Environmental Education Association of Illinois 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.

### **What You Will Do:**

- Coordinate EEAI Professional Development Programs:
  - Recruit, train and supervise a growing team of statewide facilitators.
  - Conduct both in-person and virtual trainings in alignment with state/national education standards on any of the above-mentioned programs or other relevant environmental or educational topics.
  - Develop, maintain and host online courses through EEAI's course platform Moodle.
  - Create and disseminate quarterly EEAI Facilitator Newsletters to inform and inspire EEAI facilitators.
  - Coordinate deposits, disbursements, invoices and orders of all program-related materials.
  - Create and manage online registration system profiles for training events/facilitator trainings.
  - Maintain the EEAI attendance database for all program activities.
  - Create and submit quarterly and annual activity reports required by all national program offices.
- Assist with planning and development of EEAI Annual Conference:
  - Recruit facilitators and other program contacts as presenters, exhibitors and attendees.
  - Participate in fund development and grant writing efforts associated with the conference.
  - Host workshops, sessions or other events related to EEAI programs for conference attendees and/or facilitators.
- Research and write program-related grants to private/federal/state funders for implementation and general operating support for all EEAI programs.
- Serve on regional, statewide and national committees to establish/maintain relationships with partnering affiliates and committees.
- Submit program-related newsletter articles and reports for board meetings and the quarterly EEAI Update member newsletter.

- Attend local, regional and/or national conferences to present, exhibit and network on behalf of EEAI.
- Assist the EEAI Executive Director with other professional development events and projects as needed.

**Required Qualifications:**

- Resident of Illinois
- Access to fully insured vehicle and driver's license
- Reliable, high-speed internet and full computer/home office set up
- Ability to complete the goals and objectives for the position described above in the "What You Will Do" section

**Travel:** Ability to travel as needed to local, statewide and national conferences, trainings, and meetings required; all travel expenses incurred will be covered by the organization.

**Payment of Services:** This is a 20 hours/week, non-benefits eligible, part-time role to be reviewed on an annual basis. Hourly pay is \$16-\$18 per hour, based on experience. Office, equipment and location are the responsibility of the employee.

**Application Procedure:**

Send a cover letter and resume which includes the contact information of three professional references familiar with your work in environmental education to [EEAssociationIllinois@gmail.com](mailto:EEAssociationIllinois@gmail.com). Identify your submission with the subject line "EEAI Program Coordinator".

For further information about the position, please contact Abbie Enlund at [ExecutiveDirectorEEAI@gmail.com](mailto:ExecutiveDirectorEEAI@gmail.com).

