

## ***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 of 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 nonconforming people, and people with disabilities to apply.

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

- Coordinate EEAI Professional Development Programs (70%):
  - 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 program-related materials.
  - Create and submit activity reports required by all national program offices.
- Serve on regional, statewide and national committees to establish/maintain relationships with partnering affiliates and committees (5%).
- Submit program-related newsletter articles and reports for board meetings and the quarterly EEAI Update member newsletter (5%).
- Attend local, regional and/or national conferences to present, exhibit and network on behalf of EEAI (10%).
- Assist the EEAI Executive Director with other professional development events and projects as needed (10%)

### **What You Will Get:**

- Ability to work from home
- Ability to set personal schedule with flexible working hours
- Free advanced professional development in national curriculum programs
- Leadership experience in the environmental education and non-profit fields
- Statewide exposure and contacts within both formal and non-formal education communities
- Access to national networks of educators and mentors
- Free travel opportunities to conferences and other training experiences

**Required Qualifications:**

- Resident of Illinois
- Valid driver's license and access to fully-insured vehicle
- 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 is 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 with potential for expanded hours in the future. The number of hours available will be reviewed annually. Hourly pay is \$16-\$19 per hour, based on experience. \$25/month is provided as a stipend for internet and phone use. Office, equipment and location are the responsibility of the employee.

Paid Time Off (PTO) will be provided at 20 hours/year. PTO cannot be rolled over if unused. Access to PTO will begin after a 90-day probationary period.

**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". **Application deadline: February 13, 2022.**

**Estimated Start Date: February 28, 2022.**

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

