

Title: EEAI Program Coordinator

Name and Background of the Organization: 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 the national Project Learning Tree® (nationally administered by the Sustainable Forestry Initiative (SFI)), Project WILD® (nationally administered by the Association for Fish and Wildlife Agencies (AFWA)) 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 currently seeking applicants for a Program Coordinator. The Coordinator will manage all EEAI events, workshops and online learning opportunities related to the above stated projects. This position will also manage the statewide facilitator network, coordinating training, material purchase and program implementation for facilitator's around the state. The Coordinator will seek out new funding opportunities, new partnerships and collaborative projects to grow the position's impact and effectiveness across the state. The Coordinator position will be supervised by the EEAI Executive Director.

Qualified candidates will be required to:

- Recruit, train and supervise a successful and growing team of statewide facilitators to deliver Project Learning Tree, Project WILD, NAAEE's Guidelines for Excellence in Environmental Education, Earth Force and RISE Challenge Illinois educator trainings in accordance with current-day educational best practices and national and state standards.
- Conduct both in-person and virtual trainings and presentations in alignment with state/national education standards on any of the above-mentioned programs or other relevant environmental or educational content topics.
- Maintain, host and develop online course content through EEAI's online course platform Moodle.
- Provide state and regional conference planning services, fundraising and private/federal/state grant writing services for implementation of professional development/membership advancement initiatives in conjunction with above-mentioned programs.
- Serve on regional, statewide and national committees to establish/maintain relations with partnering affiliates and committees.
- Create and disseminate quarterly EEAI Facilitator Newsletter to help inspire and inform EEAI facilitators.
- Submit program related newsletter articles and reports for the quarterly EEAI Update member newsletter and board meetings.
- 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 capturing statewide training and facilitator activity.
- Create and submit quarterly and annual required activity reports to all national program Projects offices.

Qualifications:

- Resident of Illinois
- A minimum of two years in program administration or management
- A minimum of two years in volunteer management
- Familiarity with environmental education professional development needs of formal and non-formal educators
- Successful grant writing and management experience
- Portfolio of authored formal and non-formal program/ professional development experiences
- Excellent public speaking and communication skills
- Familiarity with any/all of the current EEAI's programs.

Highly qualified candidates will have:

- Entrepreneurial know-how (creative ability to set direction and annual goals for program)
- Multi-tasking capabilities
- Established networks within Illinois' formal and non-formal education communities
- Event planning experience

Travel: Occasional travel to statewide and national conferences, trainings and meeting events required. All required travel expenditures reimbursed.

Payment of Services: This is 20 hours a 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. Identify your submission with subject line "EEAI Program Coordinator".

For further information about the position, please contact Abbie Enlund at executivedirectoreeai@gmail.com.

