



## Program Associate

**Position Details:** Full-time, Salaried w/ benefits package (medical, dental, vision, retirement plan)

**Expected Salary:** TBD Based on Experience

**Expected Start Date:** September 2021

### About Earth Team

Earth Team is a nonprofit organization based in Richmond, CA. Our programs focus on youth development, environmental issues (waste reduction, climate change, transportation systems and air quality, watershed restoration) and emphasize hands-on experiences that drive change and innovation. The organization is committed to maintaining relationships with community partners and working hard to serve schools with limited resources and students who are often underrepresented in the outdoors and STEM / Environmental careers. Earth Team programs and outdoor excursions inspire students to develop a relationship with the outdoors, and encourage student leadership, peer-to-peer education, teamwork, critical thinking, problem solving, communication and the use of information technology. Earth Team provides the opportunity for young, eager individuals to make impactful changes while growing and learning immensely. For more information, please visit [www.earthteam.net](http://www.earthteam.net)

### Position Overview

Under the direction of the Program Director, the Program Associate acts as a mentor and a coach for two teams of 14 high school interns. The Program Associate works with other staff members to create and deliver culturally relevant environmental education curriculum and action-oriented service-learning projects related to Earth Team's project areas: waste/sustainability, air quality/human health, water quality/watershed restoration. The Program Associate facilitates weekly afterschool meetings and monthly weekend events with intern teams. Additionally, the Program Associate helps develop and implement community engagement events to educate school campuses and the public on the climate crises, Covid-19 safety, and environmental efforts. This position works closely to develop partnerships with lead teachers, project partners, expert professionals, and community members. The ideal candidate is experienced in outdoor and classroom education with K-12 students, able to adapt educational experiences to students' diverse backgrounds and committed to instilling a connection to local nature and sense of environmental stewardship in Bay Area youth.

### Responsibilities

Responsibilities include, but are not limited to:

#### *Program Coordination (40%)*

- Coordinate program schedule with teachers and project partners.
- Coordinate field event transportation and logistics.
- Maintain and organize materials for programs.
- Track program metrics and expenses for grant reports.

#### *Program Development and Delivery (40%)*

- Develop and revise curriculum to reflect science and environmental education best practices and current standards.
- Prepare and deliver in-class lessons and outdoor field workdays with high school youth.
- Engage in program quality assessments and evaluations.
- Assist with mentoring and coaching interns.



### *Outreach and Administration (20%)*

- Conduct outreach for education programs and cultivate relationships with relevant stakeholders.
- Develop publicity and outreach materials such as blog articles, social media posts, and flyers.
- Work with staff and interns to develop media materials for various projects.
- Assist with managing and updating website, social media, and calendars.
- Other duties as needed.

### **Desired Qualifications**

The ideal candidate will possess some of the following knowledge, skills, and experience:

- Demonstrated commitment to outdoor and environmental education
- Experience working with youth, high school age preferred
- Experience developing curricula or lesson plans preferred
- Experience with media development and design strongly preferred
- Bilingual in English and Spanish highly desirable
- College degree and/or work experience in Environmental Science, STEM-Related, Youth Development, Education, or alternative with an emphasis on environment or climate are preferred
- Proficient with computer applications such as Microsoft Office Suite and Google Suite
- Excellent written and verbal communication skills
- Innovative, self-motivated, and comfortable completing tasks independently
- Demonstrated ability and desire to serve respectfully and effectively with individuals from highly differing racial, cultural, and economic backgrounds

### **Physical Requirements and Work Environment**

- A valid California Driver's License is required.
- Reliable access to a vehicle with registration and insurance for transportation to and from campuses and field events.
- Fingerprinting and TB test required after hire.
- Work is performed in an office and outdoor setting. Primary office location is at the Richmond Field Station in Richmond, CA, with program locations across Contra Costa and Alameda County.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- Work involves walking on uneven or muddy terrain. Work requires squatting and kneeling.
- Frequently lifts, carries, and positions objects weighing up to 25 pounds.
- CPR and First Aid certification is a plus.

**To Apply:** Please email a resume and brief description detailing your interest and experience relevant to this position to [joelle@earthteam.net](mailto:joelle@earthteam.net) and include "Program Associate Position" in the subject line. Applications will be reviewed on a rolling basis beginning Monday, August 23, 2021. The position will remain open until filled - please visit <https://www.earthteam.net/we-are-hiring/> for the most current information.