

**Start:** 09/15/18

**App deadline:** 08/31/2018

**Position:** Education and Outreach Coordinator

**Service Location:** Reno, Nevada

**Timeline for Service** - September 2018-August 2019

**Organization:** Envirolution

**website:** [www.envirolution.org](http://www.envirolution.org)

**Member Supervisor:**

Donna Walden, Envirolution

[donna.walden@envirolution.org](mailto:donna.walden@envirolution.org) / 949-306-3465

**Mission:**

Envirolution is a 501 (c)(3) nonprofit organization dedicated to developing and scaling dynamic K-12 education, youth leadership development, and community outreach programs centered around energy efficiency, sustainability, and Science, Technology, Engineering and Math (STEM) career development. Established in 2007 and based in Reno, Nevada. **Envirolution's mission is to inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy.** With a focus on hands-on service learning, our programs not only provide career development for students, but also enable our participants to give back to their communities. Envirolution seeks to promote global change by championing local efforts that empower citizens to do positive, meaningful work and to make a good living while giving back to the social and environmental communities.

**Programs:**

**Project ReCharge** is a hands-on inquiry and project based Science, Technology, Engineering, and Mathematics (STEM) curriculum and training program that engages students, teachers and facility staff. This interactive energy education program provides valuable professional development and classroom resources to teachers, who then **empower middle school and high school students to become energy detectives** focused on saving their school money through energy efficiency proposals. Innovative lessons, energy data and interactive dashboards engage students and teachers as they learn about energy generation, consumption and efficiency. See:

<http://envirolution.org/programs/education/project-recharge/>

The **Envirolution Sustainability Tour** is an exciting five-day opportunity for Northern Nevada middle school and high school students to travel to some of Reno's finest sustainability businesses and organizations to explore STEM careers, environmentally friendly practices, and learn about the local sustainability movement. See:

<http://envirolution.org/programs/education/sustainability-tour/>

**Position Description:**

---



The Education and Outreach Coordinator, an AmeriCorps member, will be an essential member of the Envirovolution team working on many community and outreach efforts. With support from Envirovolution's team and Americorp supervisors, this person will work to extend opportunities for adult and youth education in the community around Envirovolution programs. Occasionally, weekend work may be required, particularly for community events where Envirovolution will be represented. The member will have the opportunity to interact with a wide range of community partners and inspire the community to learn how Envirovolution's programs provides solutions for STEM educators in Nevada while also inspiring students to take an active role in sustainability and energy efficiency . This is a high growth period for Project ReCharge and an exciting time to work for Envirovolution. This position will require 40 hours of service per week, with Federal/State holidays off, and 2 weeks-vacation.

**Primary Responsibilities:**

- Expand reach and enrollment in Project ReCharge
- Expand outreach and increase awareness of Envirovolution and our programs through a variety of methods
- Organize and attend many community tabling events including Earthday, STEM education days, UNR career days, Envirovolution participation at other organization's events throughout the year
- Act as public speaker in some classroom events, particularly while promoting the Sustainability Tour
- Lead interactive engagement activities at school functions centered around Project ReCharge lessons

**Secondary Responsibilities:**

- Help organize the spring Sustainability Tour including outreach to teachers and students, venue and travel logistics, social media and marketing efforts
- Organize and promote quarterly park cleanups
- Develop ideas for new or improved marketing materials that support Envirovolution programs: PowerPoint, Prezi, tabling material etc.
- Assist with the ordering, maintenance and assembly of classroom materials for teachers

**Required Academic and Experience Qualifications:**

- Bachelor's degree in education, environmental science, or related field
- Experience communicating to a variety of audiences
- Experience managing logistics of outreach and event planning
- Experience in community or curriculum engagement and design
- Ability to serve as in-classroom presenter
- Familiarity with Microsoft Office, Google Suite and basic office software

**Additional Qualifications:**

- Outgoing personality and strong written and oral communication skills
- Strong organizational skills
- Ability to multi-task in a fast-paced environment
- Motivation, a strong work ethic, and team oriented



- Creativity and a love for learning, sustainability and environmental education
- A professional attitude
- Driver's License and reliable vehicle

Preferred: Experience or background in education, preferably in STEM or environmental education

Preferred: experience with event and volunteer coordination

Preferred: communications experience (social media, graphic design, and public speaking)

Preferred: Flexibility, optimism and a good sense of humor

### **Self-Directed Learning and Americorp Responsibility**

Envirolution will provide a formal orientation to provide practical training and to create clear expectations for the Americorp. Envirolution has a philosophy of self-directed learning to create a sense of professionalism and ownership and encourage staff to critically examine aspects of their work. There will be monthly discussions related to the project goals to provide continuing education throughout the program.

### **Additional Guidelines or Expectations:**

AmeriCorps members are required to wear at least one piece of AmeriCorps gear (AmeriCorps button), provided by the Parks Foundation, every day during their term of service. AmeriCorps members must participate in a minimum of three National Days of Service during their term of service and may participate in additional service projects.

### **Member Benefits and Compensation:**

AmeriCorps members receive a living allowance of \$13,732, a \$5,920 education award upon successful completion of service, healthcare, childcare coverage (for eligible members), and professional development opportunities throughout their term of service. If the member qualifies, they will also receive student loan forbearance and interest payments. Housing is not included.

### **Evaluation and Reporting:**

Members will receive a mid-term and end-of-term performance evaluation from their site-supervisor and the AmeriCorps Program Director. Members will submit their biweekly Member Service Logs (timesheets) to their supervisor to be approved. Members are also responsible for reporting performance measures to their site supervisor and AmeriCorps Program Director every month during their term of service.

### **To Apply:**

Please send a cover letter, describing why you are interested in this position, and a resume to Donna Walden at [donna.walden@envirolution.org](mailto:donna.walden@envirolution.org).

For more information about Envirolution, visit our website: [www.envirolution.org](http://www.envirolution.org) and Facebook: <https://www.facebook.com/Envirolution/>.



---

250 Bell Street  
Reno, NV 89503  
(775) 229-8488

**envirolution.org**  
[education@envirolution.org](mailto:education@envirolution.org)

A 501(c)(3) Nonprofit Organization  
EIN: 20-8274660

