

**Position Start Date:** Immediately**Company:** The Envirolution, Inc.**Job Title:** Educational Materials Manager**Location:** Reno, NV -flexible work schedule with in-office and remote work duties**Reporting Relationship:** Program Manager**Pay Rate:** \$22-\$25/hr depending on experience**Classification (Exempt/Non-Exempt):** Exempt

---

**Call to Action:** Are you interested in growing professionally, inspiring youth, and making a lasting impact on a growing nonprofit? Join Envirolution's expanding, innovative team as the Educational Materials Manager, an instrumental role in the sustainability and growth of some of the most unique and impactful programs out there! The Educational Materials Manager at Envirolution oversees the organization of materials used across multiple educational programs and cultivates community connections and engagement by planning volunteering events.

**Mission:** Envirolution is a 501 (c)(3) nonprofit organization dedicated to developing dynamic K-12 education, youth leadership engagement, and community outreach programs focused on energy efficiency, sustainability, and Science, Technology, Engineering, Art, and Math (STEAM) career opportunities. 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*. Envirolution's programs serve teachers, students, and community members throughout Nevada by providing them with the training, resources, and experiences needed to engage in quality education and workforce development focused on STEAM, sustainability, and energy efficiency.

**Position Description:**

The Educational Materials Manager at Envirolution oversees the organization's inventory and organization of materials that are used across multiple educational programs and will also cultivate community connections and engagement by planning volunteering events. The Educational Materials Manager is responsible for ordering materials from a range of vendors, and fulfilling materials requests from teachers and other Envirolution staff. This position will be instrumental in the expansion of the impact of our programs by delivering and shipping hands-on educational materials both locally and nationally. The position is also responsible for the recruitment, engagement, and management of volunteers and events that utilize volunteers, including material preparation and outreach events in the community.

**Responsibilities:***Maintain Educational Materials Inventory (50%)*

- Order educational materials for Project ReCharge, Career Quest, and other educational programs.
    - Project material needs based on budget and program goals.
    - Evaluate suppliers on the basis of delivery speed for their products and services, price and quality
    - Communicate with suppliers and staff to discuss unacceptable and defective products and establish corrective action.
  - Fulfill educational materials orders, from both the Teacher Portal and direct communication with teachers.
  - Maintain and coordinate a small selection of materials that utilize a check-out and return system.
  - Maintain materials budget.
    - Analyze financial reports, price proposals and other information used to determine reasonable pricing.
-

- Maintain and review records of inventories, product performance, deliveries, costs and items purchased.
- Work with Curriculum Developer to maintain an accurate and up-to-date list of required materials.
- Keep the Teacher Portal website updated with current material information.
- Ensure to keep materials inventory as tidy as possible and stored in the garage or other areas.

#### *Materials Distribution (10%)*

- Communicate with teachers to coordinate the best method for getting them the requested materials (delivery, pick-up, shipping, etc.)
- Use personal/company vehicles to deliver educational materials to local teachers and surrounding communities. Mileage will be reimbursed on a monthly basis.
- Utilize different shipping methods (via Stamps.com) to deliver materials to teachers when necessary.
- Coordinate with local or remote partners and volunteers to organize, prepare and deliver materials when necessary.

#### *Volunteer Management (25%)*

- Plan and facilitate community volunteer events, including recruitment, set up, follow-up reporting, and recognition of volunteers.
- Develop unique ways to recognize volunteers during and after events.
- Work with Program Manager and Co-Executive Directors to develop a material preparation network, utilizing volunteers and industry partners in preparation for national expansion.

#### *Envirolution Program Support (15%)*

- Support with program implementation of Project ReCharge, Career Quest, Sustainability Expedition, and Introduce a Girl to Engineering Day.
  - Assist with facilitation of professional learning events.
  - Record keeping, including teacher progress reports and attendance.
  - Communicate with teachers regarding materials needs.
  - Build and maintain relationships with teachers.
- Assist the Administrative and Programmatic Coordinator with planning and execution for events
  - Facilitate hands-on activities for students, teachers, and parents at local events.

#### **Requirements:**

- Bachelor's degree or equivalent experience.
- Familiar with educational concepts, hands-on teaching practices, and classroom teaching.
- *Interpersonal skills:* Strong organizational, problem solving, and analytical skills. Ability to work independently, as a member of a team, and as a leader. Ability to deal effectively with diverse groups of individuals. Versatility and a willingness to work within constantly changing priorities with enthusiasm. Commitment to excellence and high standards.
- *Communication skills:* Excellent oral and written communication skills. Ability to communicate and deal effectively with a diverse group of individuals.

- *Organizational skills:* Ability to handle multiple projects, to manage priorities and workflow. Outstanding attention to detail with the ability to see the big picture as well as all the little steps that are required. Problem solving, time management and decision making skills for making timely and informed decisions.
- *Technical requirements:* Understanding of technology used within an office setting along with basic data entry, math, analytical and computer competencies. Knowledge of Microsoft Office, Smartsheets, and Google Suite. Ability to gather and analyze data to generate reports.
- *Commitment to Mission and Vision:* Understanding of STEAM education and future sustainability efforts. Appreciation for K-12 educators and understanding of the unique challenges within the education system

**Educational Materials Manager Top Skills & Proficiencies:**

- Teamwork
- Attention to detail
- Organization
- Adaptability
- Time management
- Flexibility and sense of humor
- Budgeting
- Projecting needs for a variety of program types

**Benefits:**

This position includes 99% employer contribution medical insurance, as well as optional 401k package, vision and dental insurance. Envirolution observes 10 paid holidays annually and two weeks of paid time off accrued based on years of service. Additional professional development opportunities are offered to employees such as leadership training or other skills development for their position.

**To Apply:** Please send a resume, a 1-page cover letter, and 3 professional references to [info@envirolution.org](mailto:info@envirolution.org) - with the subject line, 'Educational Materials Manager Position.'

**For more information visit** [www.envirolution.org](http://www.envirolution.org)

**Physical/Mental Demands:**

*Physical Demands:* The essential functions of the position may require **frequent** sitting and standing, repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands, near/far visual acuity, depth perception, field of vision accommodation and color vision; requires bending, walking, standing lifting/carrying of up to 50 lbs. or less, light grasping with non-dominant hand, firm/strong grasping with both hands; reaching overhead, crouching, kneeling, climbing, balancing, pushing/pulling.

*Mental Demands:* The essential functions of the position requires the ability to read and write simple and complex material, and the ability to perform simple and complex tasks; accurately complete forms & records; compile information, instruct others; work with precision, follow instructions, meet time requirements, memorization, ability to recall multiple details, names, sequences and procedures; and use of independent judgment.

*Work Environment:* Work is performed both inside an office environment with moderate lighting and temperature, and in an outside storage structure with moderate lighting and varying temperatures (basic climate control devices are provided when necessary). Work may be performed outside and/or in confined areas. Work is performed using basic hand tools and electrical devices, and computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days, long hours, and weekend work. Frequent travel to surrounding areas (up to 2 hours drive) required. Occasional long distance travel may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.