

Position: Maryland Green Schools Program Coordinator

Location: Jessup, Maryland

Metro Region: Statewide responsibilities

Overview:

Founded in 1985, The Maryland Association for Environmental and Outdoor Education (MAEOE) is the professional membership organization that provides and enforces standards of professional practice, conducts research, provides educational programs, acts as a source of information, advocacy, and a community of colleagues for the environmental education profession.

Position:

MAEOE is currently seeking an energetic and creative individual to join our dynamic team as the **Full-Time Maryland Green School Awards Program Coordinator**, to start immediately. The Maryland Green School Program Coordinator serves as the program director, public spokesperson, and will oversee all aspects of the program's operations. The coordinator will report directly to the MAEOE Executive Director as a key member of a small and growing team and will provide program support and assistance to the leadership of the Maryland Green Schools Committee of the Board of Directors

Responsibilities:

- Recruit and support schools as they work through the application process
- Build key partnerships with city and community-based partners
- Participate in organizational growth and program development
- Teach Maryland Green School Workshops/Make Presentations
- Oversee program design, logistics, partnerships, evaluation, and reporting
 - Manage database and website content
 - Develop marketing materials
 - Create annual program budget
 - Prepare monthly, quarterly, and annual reports
- Set the tone and build a strong and positive culture in and within the greater Maryland Green School network
- Develop sources of funding – grants/fundraising
- Coordinate the annual Green School Awards Ceremony
- Meet the goals outlined in MAEOE's strategic plan
- Other duties as assigned

Qualifications:

- Passion for MAEOE's mission
- At least 3 years of experience in environmental/outdoor education, program development, experience with green building, schoolyard habitats, certification programs a plus
- Experience training teachers
- At least 1 year of experience working in a formal education setting
- Proven ability to mentor and lead by example to inspire
- Demonstrated experience building and managing programs with positive outcomes for participants
- An innovative thinker with strong initiative and demonstrated flexibility, able to handle multiple projects in a fast-paced, evolving environment
- Exceptional interpersonal skills with the ability to solve problems, mediate conflicts and exercise sound judgment
- Demonstrated ability to create and sustain effective collaborations and partnerships
- Excellent communication skills—oral, written, and public speaking
- Bachelor's degree or equivalent professional and life experience required

Compensation: \$35,000 per annum

To Apply: Please email cover letter and resume to director@maeoe.org before July 16, 2010