

Position: Education Specialist

RE Sources

Based in Bellingham, Washington, RE Sources is a team of trusted and time-tested environmental advocates, educators and scientists. We give people practical ways to make a real difference for the planet, from passing stronger laws that protect the environment and empowering youth voices, to holding corporate polluters accountable, reducing waste and our own carbon footprint. We do this through smart policy, grassroots mobilization, hands-on science and environmental education.

RE Sources stands against racism, white supremacy, and injustice and the ingrained structures and institutions that enable and perpetuate them. Indigenous, Black and other communities of color, as well as low-income families and children, are disproportionately harmed by environmental degradation and climate change. We envision a future where every person benefits from clean energy, less pollution and thriving outdoor places.

The Position

The Education Specialist will support RE Sources' mission by supporting the education of youth and teachers in our region. The Education Specialist will work closely with the Sustainable Schools Manager and other staff to advance the organization's education goals. This job is based in Bellingham, Washington and requires the attendance of meetings in person (safely, as COVID precautions allow), occasional evening and weekend hours. This is not a remote position. RE Sources values the safety and health of our staff first and foremost. Currently many staff are working a hybrid schedule of working in the office and from home as per our office COVID protocol.

This position is for you if you...

Are friendly and outgoing – you enjoy meeting and interacting with people, especially youth.
Are passionate and curious about the interconnectedness of all living things and want to share that curiosity with others.
Enjoy the challenge of creating inquiry-based, student-driven learning experiences.
Have a sense of humor, optimism and good will.

Key Responsibilities:

Facilitation and Program Support - 35%

- Assist in the design and facilitation of educational workshops for all ages and knowledge levels on subjects related to climate change/justice/resilience, waste reduction, water conservation and energy efficiency.
- Develop and update program curriculum and materials as needed.
- Plan for and track program deliverables, identify new opportunities and ensure deadlines are met.

Program Coordinator for Teen Program (YEP!) - 30%

- Serve as primary contact for Youth for the Environment and People Program.
- Outreach to high school students in Whatcom and Skagit Counties.
- Facilitate weekly program.

- Compile, track and report evaluation of the program by participants.
- Collaborate with community partners.
- Track and maintain budget.
- Promote the program to the community.

Outreach For Sustainable Schools Program - 30%

- Create and execute an outreach and recruitment plan for all educational programs; teachers, students and volunteers.
- Communicate with multiple school districts' staff and faculty as well as students.
- Maintain and update databases as needed.
- Utilize knowledge and understanding of social marketing tools and strategies, in collaboration with communication staff.

Schools team/RE Sources as a whole: (5%)

- Perform other general program responsibilities as requested.
- Attend scheduled staff, team and coalition meetings.
- Work cooperatively with a wide range of personalities and ages.
- Work with the Development team to accurately describe our work in fundraising materials and foundation proposals.
- Coordinate with Communications staff on a monthly basis to represent the program accurately and appropriately and plan for larger communications needs.

Qualifications

- Bachelor's degree in Education, Environmental Education, Environmental Studies or equivalent work experience in a similar field.
- Experience working with high school students.
- At least 1 year experience in the field of education, including classroom management and experiential education.
- Experience with program or curriculum development.
- Ability and experience organizing and facilitating group events.
- Excellent oral and written communication skills.
- Proficiency in languages in addition to English is not required, but highly valued. We encourage applicants to include mention of language skills in their applications.
- Ability to efficiently prioritize and complete a variety of tasks, meet deadlines and work independently.
- Ability to exercise flexibility, initiative, good judgment and discretion.
- Experience working in a computerized office environment with word processing, database and spreadsheet skills sufficient to prepare correspondences and reports, including the willingness to learn and use new computer programs/applications.
- Friendly, enthusiastic, cooperative attitude.
- Valid Washington State Driver's license at time of hire and good driving record.

Physical ability to perform the essential functions of the job including:

- Operating a computer and read a computer screen or typewritten pages;
- Communicate verbally;
- Move between work sites

Necessary Special Requirements

- Employment is contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- All Employees are expected to follow COVID related mandates and requirements.

The scope of our mission is broad and the work is critical, but the working environment at RE Sources is fun, inspiring and extremely rewarding. We offer a flexible work schedule and opportunities for professional growth.

Our goal is to be a diverse workforce that is representative of our region's communities. RE Sources encourages applications from Black, Indigenous, People of Color, Persons with Disabilities, Women and Gender-nonconforming people, especially in occupations or positions where they are underrepresented. Data shows that women and BIPOC candidates often hesitate to apply for a job because they may not meet all the qualifications listed. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.

Location, compensation and benefits

Work is performed both indoors and outdoors in a variety of settings. Daily work takes place in an office setting. Other venues include school buildings and grounds, park facilities, public venues and outdoor sites including exposure to the elements and at times difficult terrain. The position is an hourly part-time position (32 hours a week), located in Bellingham, and reports to the Sustainable Schools Program Manager. The hourly rate is \$17.00/hr. and includes RE Sources complete benefits package of medical, dental and eye insurance, sick leave, a generous paid time off policy and a 401K employer matching option.

To apply

Please send your resume, cover letter and 3 references (name and contact information) in a single PDF to hr@re-sources.org by July 13th.

Timeline

Please note - ***Interviews for this position will be held on July 18th through 20th.*** Start date is mid-August.