



THE SUSTAINABILITY INSTITUTE

PROGRAM COORDINATOR **Charleston, South Carolina, USA**

We are a nonprofit organization with a relentless passion for empowering vulnerable individuals and families, a belief that housing should be affordable, safe, healthy, and responsible for all, and a vision for Lowcountry communities that are sustainable and resilient for generations to come.

Established in 1999, The Sustainability Institute (SI) strives to be a trusted partner to neighborhoods undergoing change, a place where at-risk and disadvantaged people find a voice through service-learning and a supportive environment, and a facilitator and implementer of innovative community projects that teach, demonstrate, and inspire. Our diverse portfolio of work includes sustainability consulting and planning for municipalities, a broad range of green jobs/ workforce training programs focused on building and home performance, a city-wide energy efficiency program, a weatherization service, and an AmeriCorps program in its 12th year that is hard at work building the next generation of conservation leaders in our community.

2022 brings a new dimension to SI's work with our Environmental Conservation Corps (AmeriCorps) program now performing critically important habitat restoration and "green infrastructure" projects that advance coastal resilience and protect the sensitive places in our region that are most vulnerable to a changing climate, including in our national forests, national wildlife refuges, regional parks, and even urban communities. This work includes performing salt marsh restoration; constructing rain gardens and stormwater mitigation measures; performing water quality testing and monitoring (salt + fresh); planting native trees and plants; and even constructing, repairing and maintaining recreational trails, bridges and boardwalks. The service-learning program engages AmeriCorps members in lifechanging conservation experiences while training them in industry-recognized skills and preparing them for careers in conservation.

The Sustainability Institute is currently seeking a part-time Program Coordinator to join our growing and dynamic team that shares our passion for environmental conservation and mentoring the next generation of environmental stewards. This role will support our Environmental Conservation Corps program and will initially start as a 24-hour per week position, but the opportunity may exist for the position to quickly grow into a full-time role.

The ideal candidate will have a background in environmental studies and/ or sustainability, a passion for conservation, a demonstrated experience performing program coordination, and experience producing and leading interactive conservation-based educational programs and/ or training materials. We are seeking an excellent communicator who is detailed orientated, a self-starter and highly organized.

The Program Coordinator reports to the Director of Conservation and works closely with our AmeriCorps members within the Environmental Conservation Corps Program, including our Opportunity Youth Service Initiative and Education Award Program.



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Core Duties & Responsibilities:

- **Service-Learning (In-Field, Habitat Restoration)**
 - Maintain program calendar
 - Assist in identifying/ sourcing and securing conservation program partners and conservation service opportunities
 - Facilitate pre-project Crew planning and post-project debriefing activities
 - Oversee Crew readiness, including preparing Crew Leaders and Crew Members for weekly activities
 - Prepare tailgate safety discussions alongside Crew Leaders
 - Oversee equipment and tool inventory and maintenance
 - Provide on-site supervision on an as-needed basis
- **Workforce Readiness/ Professional Development of AmeriCorps Members**
 - Serve as the primary coordinator for professional development and “soft-skills” training activities
 - Liaise with partner agencies that provide workforce readiness training and services
 - Prepare supplemental resources
- **Training Support**
 - Developing interactive content, lessons and programming to introduce, supplement and reinforce conservation industry skills
 - Monitor AmeriCorps member progress and completion through training modules
 - Organize and maintain training records
- **Recruitment**
 - Cultivate and foster a network of recruitment partners
 - Update and refresh recruitment materials (applications, hand-outs, and collateral)
 - Coordinate and participate in recruitment tabling events and presentations
 - Participate in interviews and on-site orientation
- **Job Placement & Alumni Support**
 - Identify conservation employment opportunities and maintain an internal job board
 - Support creation and ongoing assessment of individual development plans for AmeriCorps members
 - Support matching of AmeriCorps member interests and skills to employment opportunities
 - Coordinate a graduation/ alumni event
 - Provide check-ins with program alumni
- **Program Outcomes/ Measurement Tracking**
 - Oversee tracking of conservation outcomes
 - Coordinate and manage partner surveys
 - Maintain AmeriCorps member database
 - Support outcome reporting efforts to funders and stakeholders

Desired Qualifications & Experience:

- Strong listener, who is attuned to community needs, knows how to build trust, and will help us build authentic relationships with AmeriCorps members, partners and communities we serve
- Effective communication and organizational skills
- Prior experience in the nonprofit sector
- Demonstrated effectiveness in teaching, training and/ or mentoring young people
- Prior experience serving vulnerable individuals, families, and at-risk populations



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- Demonstrated leadership and relationship-building skills
- Proven content development skills, specifically focused on environmental science or conservation
- Prior experience delivering educational content focused on environment science or conservation
- Experience tracking and reporting data to assess program outcomes
- High degree of adaptability with a propensity for creative problem-solving

Must-Haves:

- 4-year degree in applicable field
- Prior experience working in a program coordination role, specifically in environmental conservation/habitat restoration
- 25 years or older
- Fully vaccinated per SI's COVID-19 policy
- Pass 3-part criminal background check
- Proficiency working with MS Office Suite, including Word, Excel and PowerPoint
- Driver's License, ability to drive 12 passenger van

Compensation: \$22/hour (24 hours/week)

Other Need-to-Knows:

The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.

To Apply:

Please submit a cover letter, resume, and three references in a single PDF file to Marni Friedman, Director of Conservation: Marni@sustainabilityinstitutesc.org. This position is open until filled.