



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Environmental Education Coordinator	LAST UPDATED:	10/01/2015
DEPARTMENT:	Public Works/Environmental Services	JOB CLASS:	
REPORTS TO:	Environmental Services	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Environmental Services Manager, the Environmental Education Coordinator is responsible for the development, organization, implementation and marketing of environmental educational programs targeting schools, community organizations, neighborhood associations and the general citizenry to increase public awareness and participation. The Environmental Education Coordinator will also oversee the activities associated with the planning and development of outreach programs.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Administers educational programs, activities and presentations to assure ongoing support, promotion and marketing of waste reduction/recycling/environmental and community outreach/involvement programs.
- Oversees the activities associated with the planning and development of outreach programs.
- Designs, promotes and maintains the public education program related to environmental outreach efforts including: press releases, media announcements, in-house development of brochures, fliers, newspaper articles, website and City cable public information spots.
- Provides expertise to community organizations to encourage program development and public support for the City's environmental programs.
- Coordinates, organizes, promotes and attends training workshops.
- Recruits teachers for participation in youth environmental education programs.
- Researches and develops grant opportunities. Responsible for writing and submitting applications for funding; administers grants.
- Maintains, prepares and submits records for monthly and quarterly reports as well as local and state reports.
- Assists Environmental Services Manager in the development of budgets.
- Creates and maintains a database of contacts from campus locations, civic and field-related organizations and commercial entities.
- Assists Environmental Services Manager in the drafting of ordinances.
- Coordinates and supervises volunteers, works with Special Projects Coordinator to establish a volunteer base to assist in the development of training materials and educational outreach/community involvement programs.
- Recruits, trains, and supervises work activities of volunteers as necessary to meet established goals.

Other Important Duties:

- Attends City and Environmental Services events on evenings and weekends.

- Participates in local, regional, and national organizations focused on waste reduction/recycling and environmental programs.
- May travel to attend meetings, conferences, special events and training.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Must have the ability to develop creative, innovative educational programs and ideas.
- Must have knowledge of educational and informational presentation techniques for a wide variety of audiences.
- Must have knowledge of newsletter, advertisement, brochure, press release and marketing development techniques.
- Must have knowledge of research, analysis, and application techniques for grant programs and funding preferred.
- Proficiency in the use of computers and related equipment, hardware and software applicable to area of assignment, specifically Microsoft Word, Power Point, Publisher, Access and Excel, as well as the most current Creative Suite from Adobe including Photoshop, InDesign, and Illustrator.
- Knowledge of City management policies and procedures.
- Skill in effective English oral and written communication and public speaking.
- Skill in effective Spanish oral and written communication skills a plus.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in education, business administration or related field **and** (1) one year of related experience which may include coordinating volunteer programs **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, physical agility test, criminal background, and MVR check.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting, off site and at special events.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, bending, reaching, kneeling and lifting such as setting up for meetings and events, transporting materials and supplies for presentations and programs.
- May be required to work extended hours, evenings and weekends.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and department vehicles.

Approved By:

Signed by Jeremy Starritt, Environmental Services
Manager

10/23/2015

Jeremy Starritt, Environmental Services Manager

Date



Shannon Allyn, HR Generalist

10/29/2015

Date