

## **Education Pathways Coordinator**

Working to support careers in Environmental and Sustainability Education  
Recruitment Announcement

**Recruitment Closes:** Open until filled

**Start Date:** Negotiable

**Location:** This is home-based position for a candidate that resides in Washington State.

### **Job Description:**

Pacific Education Institute (PEI) is a 501(c)(3) nonprofit that provides professional development to teachers in locally relevant, career connected, outdoor STEM education. The Education Pathways Coordinator assists the Environmental and Sustainability Education (ESE) Project Director to create programs for educators who prepare students interested in entering education careers. The Coordinator works as part of a team to create and maintain partnerships and manage the resources for PEI's ESE courses for high school students. This position is located in Washington State and requires travel within the state and possibly to national conferences or events. PEI is a statewide organization based in Olympia, Washington.

### **Primary Responsibilities**

- Represent and contribute to PEI's professional presence
  - Be a positive ambassador of PEI
  - Work within PEI's mission to implement strategic plan goals
  - Attend and contribute to statewide PEI professional learning workshops/opportunities and staff meetings
  
- Support PEI's Environmental and Sustainability Education Career Connect Washington Programs
  - Work with PEI's ESE project team to set timelines, track progress and complete reports
  - Assist Project Director to create partnerships with employers and post-secondary institutions to provide authentic work-integrated learning and career explore, prep and launch opportunities
  - Communicate and coordinate ESE project activities with PEI staff
  
- Professional Learning and Development of Teacher Resources
  - Coordinate and/or deliver CTE framework professional learning opportunities in collaboration with PEI staff, facilitators, and community partners
  - Support development, revisions and statewide implementation of ESE Career and Technical Education (CTE) course
    - Collaborate with professional educators and employers to design and develop academic and industry aligned frameworks that include work integrated learning, certificates, dual credit, and other CCL opportunities.
    - Work with teachers as they implement CTE frameworks to identify and link open education teaching resources and community partner work-integrated learning opportunities to the course frameworks.

- Assure alignment with OSPI's and Employment Security Department's work to implement state and federal CTE and workforce development legislation with an emphasis on secondary CTE work integrated learning experiences, certification, and dual credit options.
  - Develop high-quality, career-based projects and activities in conjunction with employers that can be implemented in classrooms.
- Maintain a list of environmental education employers that can support PEI's successful career connected learning programs.

### **Required Qualifications**

- Self-directed, takes initiative to accomplish goals, works both independently and as part of a team.
- Professional, positive, creative, flexible, committed to education, teachers, and students.
- Experience in and commitment to justice, equity, diversity and inclusion in education, communities, and natural resource fields.
- Willingness to work with Microsoft Office, Google, Salesforce, and other software programs.

### **Desired Qualifications**

- Experience working with and leading adults; skilled in meeting and workshop facilitation.
- Experience developing and providing career connected learning programs, including those accessible through CTE courses, skills centers, credential programs, career and guidance counseling, or post-secondary workforce education.
- Knowledge of the multiple education and workforce systems in the state including CTE pathways and programs, skills centers, state career and technical colleges and state and federal requirements and legislation guiding CTE, career connected learning and workforce development.
- Experience working with secondary or post-secondary students.
- Experience generating media content for social marketing and communication outreach efforts.
- Up to date on current initiatives in education, e.g., Universal Design for Learning, Social Emotional Learning, Common Core, NGSS, Washington State Standards, Since Time Immemorial.

### **Wages and Employment Information**

This is a full-time position. Pay rate is \$28.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid holidays, vacation/sick leave, health, vision, dental, retirement and life insurance benefits. Benefits are pro-rated based on FTE level.

### **To Apply**

Please apply by submitting a job application on our website at <http://bit.ly/36m5c7T> including a cover letter and resume to Gail Kramer, PEI Finance and HR Director, or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. We are committed to creating conditions where all candidates can fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role. Applications can be accepted in person with an appointment. Incomplete applications will not be considered. PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview.

### **About PEI:**

Find more information at <https://pacificeducationinstitute.org/>.