



Associate Director, Green Jobs Recruitment Announcement

Recruitment Closes: June 15, 2023

Start Date: July 1, 2023

General Description

The Associate Director of Green Jobs' primary responsibility is to successfully implement Pacific Education Institute's (PEI) career connected learning programs and strategic initiatives that support pathways to natural resource and conservation jobs for K-12 students. The Associate Director is the statewide point of contact for PEI's work to create and support programming for educators to prepare students interested in entering green economy careers - renewable natural resource, agriculture, conservation, outdoor recreation, environmental education, and environmental sciences. The green jobs work is part of PEI's FieldSTEM program with a goal to help students make balanced, well-informed decisions for just and sustainable communities and to become future leaders in the conservation and natural resource sectors.

This is a full-time position that reports to the Executive Director, collaborates with other Directors and supervises Green Job Coordinators. This position is a hybrid position that is mostly remote and will require regular travel to Olympia.

Primary Responsibilities

Collaborate with PEI Directors to oversee program design, implementation and strategic initiatives for K-12 teachers, schools, and school districts.

- Ensure program implementation aligns with strategic plan goals and tasks.
- Support program implementation for the region.
- Support PEI's communication.
- Identify needed professional learning and teaching materials and support the securing of funding to develop them. Facilitate staff and consultants to bring projects to completion.
- Develop and support the FieldSTEM network including administrators, community collaborators, FieldSTEM facilitators and teacher leaders with respect to the green jobs work.
- Represent and contribute to PEI's professional presence.
- Recruit, select, train, and manage PEI green job coordinators, facilitators, and consultants to strengthen program implementation.

Funding and Grant Project Management

- Pursue and secure grants and earned income opportunities to support PEI's regional and statewide programming.
- Collaborate with PEI Directors to prepare and manage the annual program budget.

Program Evaluation and Reporting

- Co-lead with Directors PEI's program evaluation and research efforts including development, tracking and continuous improvement.
- Prepare quarterly program reports for Board of Directors.

Desired Qualifications:

- Bachelor's Degree and 3+ years of experience as a formal classroom educator, school district administrator, or equivalent lived experience
- Experience managing three or more employees
- Experience working with and leading adults; skilled in meeting and workshop facilitation
- Self-directed, takes initiative to follow through on plans and projects
- Professional, positive, creative, flexible
- Ability to work both independently and as part of a team
- Enthusiastic, committed to education, teachers, and students; works well with all people
- Experience in and commitment to justice, equity, diversity and inclusion
- Up to date on current initiatives in education, e.g., Washington State Learning Standards, Since Time Immemorial, Environmental and Sustainability Education standards
- Awareness of green economy sectors (natural resources, renewable energy, agriculture and food systems, outdoor recreation, environmental conservation)
- Ability to provide own transportation and proof of auto insurance coverage

Wages and Employment Information

This is a full-time position, 40 hours per week. Wages are \$34.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid personal, vacation, and sick leave, health, vision, dental, retirement and life insurance benefits.

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:

PEI is a leader in promoting scientific literacy and civic engagement by empowering people to make balanced, well-informed decisions for just and sustainable communities. PEI supports educators by specializing in professional learning and FieldSTEM implementation. It is a process that takes students outdoors to integrate language and math skills with an understanding of complex social (cultural, economic, civic) and natural systems to: answer authentic questions through scientific inquiry, design real solutions through engineering, and resolve issues through collaborative decision making. Find more information at <https://pacificeducationinstitute.org/>.