



OUR Schools Program Coordinator

[OUR Schools](#) is seeking a part-time program coordinator to assist with implementing Environmental STEAM (Science, Technology, Engineering, Art, Math) enrichment programs with elementary schools in Baltimore County. This is a part-time position that would be best suited for a recent college graduate looking to gain small business and social entrepreneurship experience in education and environmental sustainability. Through this position, one will gain firsthand experience working closely with the director of a dynamic and growing start up, and make significant contributions to programs that will impact thousands of students and school communities.

OUR Schools is an environmental education program that provides STEAM programming to elementary schools around Maryland. Through creative and engaging content, we have reached over 35,000 students at 70 schools with our message of sustainability. Our programs include assemblies, classroom residencies, teacher trainings, and after school events, all featuring hands-on STEAM activities related to sustainable energy, food production, and consumption.

This year's primary program empowers elementary schools and after school clubs to grow their own hydroponic microgreens; much of the position will involve facilitating these learning experiences.

Position Description:

Reporting directly to the program director, the OUR Schools program coordinator will be responsible for logistics and supplies management, including ordering, packing, organizing, and distributing supplies to the schools we work with, along with coordinating with school liaisons to plan for program implementation. Once schools and after school clubs begin their programs, the program coordinator will also assist schools in successfully growing and harvesting microgreens, along with supporting the lessons and activities that accompany that. Finally, the program coordinator will be responsible for creating mailing list communications, populating feedback surveys, and lightly managing social media platforms.

This position begins around 10-15 hours per week in the fall and increases to 20-25 hours per week in the winter and spring. Pay will range from \$14-16 per hour depending on experience.

This position requires program coordinator to have a car and be able to lift up to 40 lbs. Mileage will be reimbursed at \$.25 a mile, and driving time is paid.

Additionally, as the program continues to grow, we will be looking for this person to step up into more managerial duties of planning and executing after school programs. This could happen as soon as spring 2019, so slight preference will be given to candidates who have the



capacity, interest, and skill set to take on more responsibility and grow within the company. Compensation and volume of hours will increase accordingly with responsibility.

Duties Include:

- Meeting and calling with school liaisons to coordinate events/partnerships
- Providing on-site support at events to help set-up, teach lessons, and oversee activities
- Organizing and packing supplies for each school program
- Distributing supply bins to and from schools
- Providing on site support to assist schools in growing and harvesting microgreens
- Making social media posts using content from programs
- Populating MailChimp and SurveyMonkey templates for communication and feedback

Requirements:

- Very organized and strong attention to detail
- Ability to work autonomously
- Car and ability to lift up to 40 lbs
- Proficient with cloud-based programs and social media platforms (Google Drive, Google Calendar, Twitter, Facebook, etc.)

Preferred:

- Passion for environmental sustainability and education
- Interest in working with elementary-age students
- Interest in small business and social entrepreneurship
- Passion to learn and grow

To Apply: Email your resume to info@ourschoolsprogram.com and complete these [Program Coordinator Application Questions](#)

If you cannot access the form, you may email your replies along with your resume:

1. Why do you want this position, and what are you looking to get out of it?
2. What are your career aspirations in the next 5 years?
3. Please list 3 dates and times you are available for a phone interview.