



Join Our Growing Team!

Program Coordinator

Do you believe that education is crucial to protecting our environment, and that we must invest in our youth for the leadership necessary to shape a sustainable future?

Are you motivated to develop inspiring career pathways for students that will shape their future careers while helping K–12 schools become a major agent of climate action?

Climate Action Pathways for Schools (CAPS) is an innovative and growing California-based nonprofit organization. We provide a workforce development program that prepares students for college and career opportunities in environmental sustainability. CAPS students work with their school district to develop and implement climate action projects that reduce greenhouse gas emissions and save money. CAPS primarily serves public schools in communities impacted by environmental injustices and facing systemic barriers to employment in the green economy.

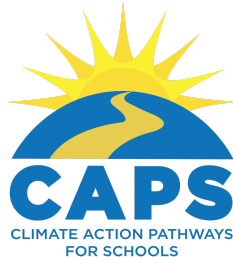
POSITION DESCRIPTION: We seek an experienced program coordinator who is passionate about advancing public education, environmental sustainability, and developing the sustainability workforce of the future to join our team.

The **program coordinator** will lead the implementation and continued development of our ambitious climate action program for school districts in Northern California and the San Francisco Bay Area. This position will report to the CAPS program director, and work collaboratively to shape our organization's programs. CAPS programs encompass these key areas of school operations and culture: building decarbonization, clean transportation, zero waste, water conservation, and sustainable food systems.

RESPONSIBILITIES:

1. Lead CAPS work-based learning programs for school districts in Northern California.
 - a. Recruit and support the selection of high school students to participate in the program
 - b. Provide orientation and ongoing training student interns to help them build knowledge and skills necessary to develop and implement climate action projects in their school districts and prepare for future sustainability careers
 - c. Supervise and monitor students experiences in CAPS programs, assess skill development, provide mentorship and support, and ensure interns' learning and success
 - d. Facilitate and/or coordinate professional development for students, teachers, administrators, and industry partners on green careers, work-based learning, climate action, environmental justice, and other sustainability topics

2. Lead the development and implementation of district climate action plans for school districts
 - a. Support interns to identify opportunities for school districts to reduce greenhouse gas emissions and save money by examining key areas of school district operations and culture: building decarbonization, clean transportation, zero waste, water conservation, and sustainable food systems
 - b. Collaborate with experts, local community stakeholders, district's key personnel and staff, and school communities to gather input and data to help inform the design of each district's climate action plans
 - c. Develop project management schedules to support the implementation of each district's climate action plan
 - d. Assign interns tasks and projects based on goals established with their school community
 - e. Provide interns with ongoing mentoring and support to achieve individual and group tasks



3. Supervise and guide interns to monitor and track sustainability data for school districts
 - a. Gather and interpret data on the district's electricity, natural gas, and water usage, waste streams, vehicle miles traveled, and other measures that are relevant to reducing greenhouse gas emissions
 - b. Use Excel and other tools to track and monitor the key performance indicators of each district's climate action plan
 - c. Utilize data to create graphs, graphics, presentations, and reports that articulate recommendations on greenhouse gas reductions

4. Support the growth of CAPS programs
 - a. Assist with recruiting and onboarding new school districts
 - b. Assist with identifying funding opportunities and developing proposals to support the implementation of climate action plans at each school district
 - c. Document program models, tools, and best practices to help CAPS scale its programs

QUALIFICATIONS:

- Demonstrated commitment to the values of diversity, equity, inclusion, justice, and antiracist values and practices
- Skilled educator with experience delivering results in workforce development; experience in green careers, climate action, environmental sustainability, or environmental justice a plus
- Outstanding project manager with experience planning, tracking, and reporting on the performance of multiple ongoing projects
- Excellent data analysis skills with the ability to distill disparate and complex data sets into tangible recommendations
- Excellent communication and presentation skills, including: a) written, b) oral, and c) active listening

- Proven ability to facilitate, manage, collaborate, and communicate effectively with a variety of stakeholders including students, district administrators, curriculum and instruction personnel, and facilities staff
- Proficiency with Google Docs and Microsoft Office Suite
- Ability to be effective independently in a remote environment, while also being a resourceful team player

EXPERIENCE AND EDUCATION: Candidates must have a minimum of two years of applicable teaching experience in formal or after K–12 school settings or equivalent experience in managing and developing climate, environment, or sustainability education programs for youth. A bachelor’s degree is required, preferably in education, environmental science, engineering, or an equivalent is required.

LOCATION: The position involves remote and in-person work. In-person work will be conducted biweekly at each of the following communities initially: Morgan Hill, Modesto, Petaluma, and Twin Rivers, with occasional staff meetings in person in the Bay Area. The program coordinator will ideally reside in Morgan Hill, Modesto, or nearby communities in the Bay Area.

SALARY & BENEFITS: The salary range for this position is \$60,000 – \$65,000 and is negotiable based on experience. CAPS provides a comprehensive benefits package, including medical benefits, a 403(b) retirement savings plan, and paid time off.

CAPS is an Equal Opportunity Employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. CAPS will consider qualified applicants with criminal histories as may be required by applicable law.

TO APPLY: Please send your resume and cover letter with the position title in the subject header to careers@climateactionpathways.org. First review will be Monday, February 26.