



Energy Education Foundation
POSITION DESCRIPTION

Title: Education Program Coordinator

Reports to: Operations Director

Job Status: Full-time

Position Overview:

The Education Program Coordinator provides management and direction of the energy educational program and initiatives. The Education Program Coordinator is responsible for leading, planning, and organizing educational activities for students. This position requires an efficient professional with the ability to prioritize and multitask, who has a passion for student education and teaching. The Education Program Coordinator also lends support in the areas of innovation, community partnerships, development opportunities, finance, marketing, compliance, internal collaborations, and operational management.

Essential Position Components:

Responsibilities

- **Program Execution:** Transport program materials via sprinter van, facilitate educational program visits at schools, conferences, and other events, schedule visits as aligned with program goals.
- **Budgeting:** Assist Executive Director and Director of Operations in developing and managing budgets to achieve income and revenue goals and tracking budgets.
- **Education Department Support:** Serve as a primary resource for teachers, students, and other program participants, assessing completion of program requirements, and providing direction.
- **Policies and procedures:** Evaluating, developing, recommending, implementing, and administering policies and procedures to ensure compliance with regulatory standards.
- **Communications:** Assist in developing program communications, outreach, and reporting.
- **Training:** Assist in creating a training strategy and providing development opportunities.

Requirements:

- Bachelor's degree in education or related field.
- Strong understanding of curriculum development and educational standards.
- Excellent communication and organizational skills.
- Ability to work effectively with diverse groups of people.
- Proficiency in Microsoft Office Suite and CRM software.
- Ability to lift up to 50 lbs. and perform physical tasks as needed.
- Must be a US citizen with a valid driver's license.
- Ability to travel up to 75%

**Benefits:**

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance plans.
- Retirement savings plan with employer matching contributions (401k).
- Paid time off, including vacation, sick leave, and holidays.
- Employee assistance program for mental health and wellness support.
- Flexible work schedule and remote work options (where applicable).
- Opportunity to make a meaningful impact in the field of energy education.

Work Environment & Physical Demands

Work requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry items up to 50 pounds, to walk short distances, and drive a vehicle to deliver and pick up materials and meet candidates.

Energy Education Foundation does not refuse to hire, terminate, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of race, color, sex, or national or ethnic origin.