Position Posting: Community Education Coordinator

Reports to: Director of Climate Equity

Positions Terms: Full Time salaried with some evening and weekend hours; $40,000- $45,000

Position Benefits: Medical, Dental, Vision, and Life coverage

Position Scope: Coordinate community education and capacity building projects within the organization’s Climate Equity department. The Community Education Coordinator will support the work of the department to build the capacity of resident leaders around sustainability, climate resilience, community engagement, and advocacy. This role will have primary responsibility to lead and coordinate the LEAP Sustainability Fellowship, a community leadership training program for eastside residents in its 5th year. This position involves coordinating and supporting a work-shop based curriculum for current fellows, working with fellows in previous cohorts to implement their community projects, and creating opportunities for networking and leadership growth among all fellowship cohorts. Lastly, the coordinator will support the Climate Equity department in community education campaigns that support other projects around climate resilience, policy advocacy, and community science.

Eastside Community Network is seeking a person for a coordinator position in its Climate Equity Department. Experience with environmental issues and education is preferred, not required, though openness to learning about new topics is. Successful candidates will be able to demonstrate their knowledge of the eastside of Detroit and willingness to learn about sustainability and climate justice.

Baseline Qualifications:
• Knowledge of community needs, priorities, and leadership
• Passion for Detroit and advocating for positive change in the city
• Experience working in Detroit communities, especially the eastside
• Strong organization and logistical management skills
• Comfort with using technology (email, video conferencing, Google Suite, etc.)
• Open to building knowledge around climate resiliency, environmental justice, community engagement, community power building, and other related topics
• Excellent communication and relationship-building skills
• Proven ability to engage and interact with diverse populations
• Proven ability to both take initiative and work independently as well as collaborate with team members
• Willingness to develop new skills and knowledge as needed

Desirable Qualifications:
• Resident of Detroit's Eastside
• Experience in climate, environmental justice, sustainability, or other environmental work
• Experience developing and delivering educational programs
• Project management and administrative skills
• Familiarity with Detroit city government officials and programs
Key Responsibilities:
• Support ECN’s Climate Equity work with specific focus on capacity building with resident leaders and community education programing
• Provide leadership and coordination for the LEAP Sustainability Fellowship program
• Work collaboratively within department and organization to develop and support other community education initiatives
• Coordinate community science projects, such as air quality monitoring, weather monitoring, and semi-truck counting, to support policy advocacy and climate resilience projects
• Outreach and education efforts with residents across the eastside, including supporting resident leaders directly on implementing projects
• Work closely with the resilience hub and power building and advocacy programs to engage fellows in further leadership roles within the organization and community
• Expanding knowledge and commitment to sustainability and climate justice issues
• Organizing, attending, and participating in community meetings hosted by ECN and other groups
• Preparing materials, taking notes, and following up on action items for meetings
• Connecting resident leaders to available resources to support their community projects
• Develop and maintain relationships with partner organizations who provide curriculum and instruction for the fellowship workshops
• Undertaking other project tasks and providing administrative support as required

Resumes should be submitted to Nicole Perry at nperry@ecn-detroit.org and will be reviewed on a rolling basis until the position is filled.