

## **Outreach and Education Coordinator (2-3 positions)**

Position: Outreach and Education Coordinator

Hours: 10 hours per week (2 hpd)

Duration: 3-12 months (April to June 2014, and Summer 2014 to Summer 2015)

Location: Knox and School Sites

Responsible to: Resource Conservation Manager

Application Deadline: Accepted on a rolling basis

Job Purpose Statement: The primary responsibilities of the Outreach and Education Coordinator involve daily monitoring and education of student and staff waste-sorting areas in the school cafeterias, as well as the development and implementation of outreach and education materials and trainings for students and staff.

Qualifications (required):

- A current undergraduate or graduate student
- Knowledge of and/or experience with food-recycling programs and composting
- A minimum of one-year working with youth
- Ability to lift waste containers/bags for measurement purposes
- Knowledge of Microsoft Word, Excel, and PowerPoint

Desired qualifications:

- Knowledge or experience developing outreach, promotional, and/or educational materials

This position qualifies for a 2 credit Internship or Individual Learning Contract.

A stipend may be available, and mileage for traveling between sites will be reimbursed.

To apply, please submit a cover letter and résumé via email to:

Bobby Coleman  
Resource Conservation Manager  
Olympia School District  
1113 Legion Way SE  
Olympia, WA 98501

[rcoleman@osd.wednet.edu](mailto:rcoleman@osd.wednet.edu)