

Solana Center for Environmental Innovation

Environmental Educator & Volunteer Coordination Lead

Join our award-winning organization to help lead change for grassroots environmental action. Our dedicated team, through outreach and education initiatives, serves as a critical community resource for San Diego County on issues and practices surrounding soil, water, and zero waste. Solana Center is a non-profit organization and has worked with people of all ages to support local sustainability since 1983.

Duties and Responsibilities:

Primary

- Deliver engaging, informative presentations to a wide range of audiences
- Research and develop new curriculum and creative presentation approaches
- Manage the volunteer program – recruiting, motivating, tracking, and retaining active volunteers
- Work with staff educators to determine volunteer needs and activities
- Post volunteer opportunities to website using our volunteer management software
- Staff community outreach events/booths
- Prepare, pack, and maintain event/presentation materials
- Ability to engage in field work
- Professional representation of Solana Center and ability to maintain a positive working relationship with clients

Support

- Answer environmental inquiries via our Rotline
- Track, maintain data, and report on volunteer participation
- Newsletter content creation
- Regular contract reporting
- Other duties as assigned

Required Qualifications

- Ability to occasionally work weekends, evenings, and have flexible start and end times
- Experience teaching adults and/or children
- Master Composter certified or equivalent experience
- Excellent organization and time management skills
- Proficiency with Google Apps, including Gmail, Google Calendar, and Google Drive, and Microsoft programs, including Word, Powerpoint, and Excel
- Strong communication skills
- Commitment to working in a team environment
- Capable of lifting 30 lbs.
- Driver's license

Preferred Qualifications

- Bilingual (Spanish)
- Sustainability/environmental training/experience

This position is flexible, full time (30-40 hours/week) with benefits. This is a non-exempt position and is paid hourly starting at \$16/hour, according to the laws of the State of California. Remote work is possible. Solana Center for Environmental Innovation is an Equal Opportunity employer.



Please send a cover letter/email and resume to hr@solanacenter.org



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