A growing body of research shows that regular access to the outdoors makes children happier, healthier and more successful in school and life. At the Children & Nature Network, we believe that a child’s race, income, ability or zip code should not limit their opportunities to learn and play in nature. We mobilize leaders, educators, activists, practitioners and parents to increase equitable access to the natural world. If you are passionate about the health and well-being of children, families and communities, we invite you to join our incredible, all-virtual team.

Green Schoolyards Program Coordinator

The Children & Nature Network (C&NN) seeks network support to advance our Green Schoolyards Initiative. The Coordinator will ensure that our partners, technical assistance cohort and green schoolyard networks have a comprehensive experience, are able to connect with colleagues in their field, and access C&NN tools and resources. The Coordinator will be a main point of contact for our green schoolyards efforts.

An ideal candidate will have at least 4 years of experience in non-profits, government or education and an understanding of alliance building or network engagement strategies.

Responsibilities:

- Coordinate Green Schoolyard peer learning network, including logistics, in-person and virtual member engagement to ensure smooth experiences for every partner engaged
- Engage Green Schoolyard Network partners by surveying progress on the Green Schoolyards Action Agenda; working with communications team to update the endorsements on the green schoolyards action agenda; tracking progress on agenda items; and maintaining a contact list
- Support of the Minnesota Green Schoolyards Program, in collaboration with the Trust for Public Land and the Director of Green Schoolyards.
- Provide administrative support to the C&NN Green Schoolyards Initiative:
  - Coordinate scheduling & logistics of technical assistance meetings and calls
  - Coordinate in-person and virtual events, including site, lodging and meals
  - Respond to green schoolyards emails
  - Organize, track and summarize green schoolyards resources, stories and opportunities in the U.S. and internationally
  - Monitor, track and support progress toward initiative DEI goals
- Participate in organizational activities, meetings and duties as assigned

REQUIREMENTS

*This position is open to applicants who do not have a college diploma.

A successful candidate will have the following skills, education and experience:

- 4+ years relevant work experience, preferably in nonprofit, government or education
- Prior experience coordinating network engagement

Date: 4/14/21
Meeting and project coordination skills (requires attention to detail)
Ability to work autonomously within a collaborative, virtual team environment
Ability to communicate effectively in written and spoken English
Proficiency in cloud based platforms (GSuite, video meeting, project management)
Must have own computer, phone, reliable internet service

COMPENSATION & OTHER
Compensation: $45,000 (Benefits include: health insurance, PTO, holidays, remote office allowance, flexible schedule)
Status: Full Time, Salary
Reports to: Director of Green Schoolyards for Healthy Communities
Start Date: June 1, 2021

APPLICATION
Submit resumes to jobs@childrenandnature.org. Enter Green Schoolyards Program Coordinator as Subject. Attach your resume and a cover letter introducing yourself.

Application Period: April 19 - May 15. Candidates are encouraged to apply promptly. Applications will be reviewed and considered for interviews through the application period.

We appreciate that diversity of all kinds contributes to greater impact and innovation. We are striving to build a diverse team that reflects the wide range of races, ethnicities, religions, gender identities, cultures, and lived experiences of the international children and nature movement. We are committed to values of diversity, equity and inclusion in the way we work with each other, with our partners and peers, and in the communities we serve.