



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Education Coordinator: Short Courses

Reports to: Projects and Education Director

Team: Projects and Education

Time: Part-time (5-10 hours per week)

Salary: Volunteer, Required Travel Covered

ESW is nonprofit dedicated to a world of environmental, social, and economic prosperity created and sustained by local and global collective action. We do this through a network of chapters across the world tied together by a core headquarters team of volunteers who want to create a sustainable world outside of their work and academic lives.

Education Coordinators manage day-to-day operations for ongoing education initiatives and work to create new initiatives as well. This mainly involves planning and managing the ESW Short Courses. Education Coordinators may also work with the other members of the Projects and Education department to develop new educational strategies and content, assist with K-12 program development, and develop educational resources for the ESW website.

To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

Responsibilities include:

- Designing Short Courses
- Curriculum Development for Short Courses
- Running and managing the Short Courses
- Working with our Communications and Technology Department and our Chapter Relations Department to inform chapters of our educational initiatives
- Assisting in writing proposals for new educational initiatives
- Attending weekly Projects and Education meetings
- Participating in an ESW-HQ committee or as liaison to another department

Desired skills and qualifications:

- Experience in managing course development and implementation
- Experience as a teacher (at some level) is preferred
- Strong communication and writing skills
- Ideally would be a master's or doctoral student, postdoctoral scholar, or young professional
- Ideally would have proposal writing experience
- General knowledge of the breadth of sustainability topics
- Able to work well both independently and as part of a team
- Be passionate about sustainability, and agree with our Mission, Vision, and Values
- A current ESW member, or willingness to become a member