



# Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

**Title:** Projects and Education Director

**Reports to:** Executive Director

**Team:** Projects and Education

**Time:** Part-time (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.

The Projects and Education (ProjEd) Director manages the Projects and Education Team in HQ, and is in charge of implementing and managing programmatic objectives (as defined by the Strategic Plan and Executive Committee). The ProjEd Department provides opportunities for member education, support for chapter projects, and resources for chapters to realize their visions. They oversee and manage the ProjEd Coordinators and help shape the vision of the ProjEd Department.

The Projects and Education Director will also assist other members of the Projects and Education department to develop online Short Courses, develop new educational strategies and content, assist with K-12 program development, assist in management of project initiatives, support the Resilient Community Design Challenge, and develop projects and educational resources for the ESW website.

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

## **Responsibilities include:**

- Assisting with Strategic Plan implementation and development in the areas of Projects and Education
- Creating annual work plans for the Projects and Education Department
- Managing the Projects and Education Coordinators
- Reaching out to potential partners and sponsors in cooperation with the Networks and Development departments for new projects and education programming
- Interacting with other ESW Departments where necessary to support ProjEd programming and to support other ESW activities
- Holding weekly Projects and Education Department meetings
- Attending fortnightly Executive Committee meetings (all department directors)

## **Desired skills and qualifications:**

- Project Leader experience
- General knowledge of the breadth of sustainability topics
- Excellent communication and writing skills -- proposal writing experience is a plus
- 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