



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Projects Coordinator

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.

Projects Coordinators manage day-to-day operations for ongoing projects initiatives and work to create new initiatives as well. This includes managing programs such as Small Project Grants and Project Leader Calls. Projects Coordinators also provide assistance to chapters in the form of project guidance and feedback, and also help chapters find local partners for projects. Chapter Relations Coordinators are responsible for connecting chapters with Project Coordinators as needed.

The Projects Coordinator will also work with the other members of the Projects and Education department to develop online Short Courses, plan new initiatives for chapters, develop project guidance and tracking materials, and develop resources for project leaders on 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:

- Managing projects initiatives within the ProjEd Department
- Providing project guidance and feedback to chapters
- Helping chapters locate local partners for projects
- Working with our Communications and Technology Department and our Chapter Relations Department to inform chapters of our projects initiatives
- Assisting in writing proposals for new projects initiatives
- Working to develop project guidance materials for chapters
- Attending weekly Projects and Education meetings

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