



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Projects/Education Coordinator

Reports to: Projects and Education Director

Team: Projects and Education

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

Salary: Volunteer, Required Travel Covered

Projects/Education Coordinators manage day-to-day operations for ongoing projects initiatives and work to create new initiatives.

The Projects/Education Coordinator may also work with the 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, 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:

- Assisting in management of Information Technology for educational programs and initiatives
- Identifying and managing guest lecturers for webinars and conference sessions
- 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 and fortnightly National Team 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 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
- Be a current ESW member, either through a chapter in good standing or at-large membership

