

Seven Generations Ahead Job Posting

Position: Zero Waste Schools Coordinator

Full-time / Remote and In-Person

Job Description:

Join the mission-driven team at nonprofit Seven Generations Ahead (SGA) and be an integral part of our work to build ecologically sustainable and healthy communities. SGA is seeking a Zero Waste Schools (ZWS) Coordinator to support the ZWS program and collaborate with staff to achieve program goals. The job entails primarily remote work with some onsite project implementation.

Essential Responsibilities:

Support SGA's ZWS program; implement zero waste programs in K-12 schools throughout the Chicago metropolitan region; provide operational and educational guidance for school staff and students for strategies including source reduction, composting, food recovery/redistribution, and recycling; conduct waste audits; and track waste reduction and waste diversion metrics.

- **Collaborate with ZWS staff to:**
 - Provide administrative support to ZWS and liaise with networks, partners, and affiliate organizations across school districts
 - Support schools and districts with implementation of zero waste initiatives and the systematizing of recycling and composting
 - Launch programs in new schools and troubleshoot with schools as needs arise
 - Develop new zero waste resources for schools
 - Respond to general inquiries about zero waste schools
 - Present about ZWS at webinars and conferences
- **Funding:** Support grant proposal development and report submittals; help track grant expenses, data, and milestones.
- **Communications:** Help produce the ZWS monthly e-newsletter, including identifying and vetting content; writing stories about program work; help manage ZWS webpages; provide content for social media.
- Support other SGA programs, organizational events, and functions.

Required Qualifications:

- Bachelor's degree in relevant fields (sustainability, environmental science, education, etc.)
- Experience working with K-12 school students and staff
- Strong communication and writing skills
- Knowledge of recycling, composting, upcycling, and waste issues
- Technical skills to support program development, implementation, marketing and metrics
 - Google platform (Gmail, documents, sheets, slides, groups)
 - Social media and website content development and posting (Facebook, Instagram, LinkedIn, Twitter)
- Valid driver's license and reliable personal transportation
- Successfully clear a background and felony records check

Preferred Qualifications:

- Experience implementing zero waste strategies
- Grant writing experience

Core Competencies:

- **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed
- **Collaboration:** Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through
- **Efficiency:** Planning ahead, managing time well, being on time
- **Critical thinking:** Solving problems and troubleshooting
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement

Compensation and Benefits:

- Pay based on an annual salary of \$45,000-\$50,000
- Benefits package included

Application Submission:

Send cover letter, resume and two professional references to gary@sevengenerationsahead.org by January 6, 2023.

Mission - Founded in 2001, Seven Generations Ahead's mission is to build ecologically sustainable and healthy communities.

Our Work - SGA works with local government, community and private sector leaders to help communities make the changes they need to build a healthy and sustainable future. Through community-wide sustainability planning and implementation, project design and implementation, educational conferences and forums, community network development, consulting, and programs, SGA is a catalyst for local community solutions to global environmental issues. SGA's work covers a broad range of sustainability topic areas, including: energy efficiency and renewable energy; transportation; healthy community development; waste reduction; water conservation; green business; procurement; local, sustainable food; healthy eating; open space and ecosystem enhancement; and sustainability education.