

Seven Generations Ahead Job Posting

Position: Zero Waste Schools Coordinator

Full-time / Remote and In-Person



The ideal candidate for this role is a mid/senior-level professional looking to transition to a career in sustainability. Bring your project management and communication skills, and learn how to impact real change in schools!

THE ZWS COORDINATOR WILL BE

- passionate and interested in making a difference in the community and creating a sustainable world for future generations
- experienced at managing people, projects, and community networks
- able to work with frontline staff and senior management
- an excellent communicator
- excited and willing to learn

WHAT WE OFFER

- the opportunity to make an impact that is both MEASURABLE (schools can divert over 80% of their waste) and MEANINGFUL (educate and engage thousands of students)
- incredible learning opportunities, both project-specific (waste reduction and climate impacts) and general (SGA addresses sustainability in many arenas)
- networking through SGA's many collaborative projects and groups

“The biggest risk of taking on a purpose-driven career is not knowing when you are working and when you are playing... when you’re devoting your talents to making the world a better place for others... for the planet... you will never feel like you’re wasting your time or your talent. That is the biggest reward.

Yesh Pavlik Slenk
Senior Manager, Climate Corps®
host of podcast Degrees

Job Description

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

Essential responsibilities:

Support SGA's ZWS program to implement zero waste programs in K-12 schools throughout Chicago and the surrounding region:

- implement and grow Zero Waste Schools initiatives and the systematizing of source reduction, composting, food recovery/redistribution, and recycling;
- provide operational and educational guidance for school staff and students;
- conduct waste audits and track waste reduction/waste diversion metrics;
- liaise with networks, partners, and affiliate organizations across school districts and present about Zero Waste Schools at webinars and conferences;
- support grant proposal development and report submittals; help track grant expenses, data, and milestones;
- 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; and
- support for other SGA programs, organizational events, and functions.

Required Qualifications:

- Associate or Bachelor's degree
- 3-5 years experience managing projects of different sizes and topics
- Ability to work with stakeholders at all levels, including district leaders, school staff, and students

- Strong communication and writing skills
- 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

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 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 \$50,000-\$55,000
- Benefits package included

Application Submission

Send cover letter, resume and two professional references to gary@sevengenerationsahead.org by August 31, 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.