



Sustainability Education Project Coordinator

Temporary - July-December 2010 (2 positions)

OzGREEN is an independent, not for profit social venture. Established in 1992, OzGREEN is dedicated to building sustainable, resilient communities.

OzGREEN runs life changing learning and leadership programs for sustainability. We harness the creativity and intelligence of people to tackle the big issues and live sustainably. OzGREEN is working nationally in Australia and Internationally in India and East Timor. Our programs are award winning and recognised as best practice sustainability education.

OzGREEN sustainability programs create change in 3 ways:

- ◆ Personal responsibility to live sustainably
- ◆ Creating community change
- ◆ Connecting change makers nationally and internationally.

Position Description

This position provides an opportunity to become part of the cutting edge in the field of sustainability learning and leadership and to work alongside professionals who are putting their deep concerns for the planet, into creative programs to bring about positive change – locally and globally.

Position:	Sustainability Education Project Coordinator
Responsible to:	CEO and Executive Director
Location:	OzGREEN Office in Bellingen, NSW. Position involves coordinating projects on the mid north coast, Hunter Valley and Alice Springs.
Salary:	Range \$45,000 - \$54,500 per annum (depending on qualifications and experience) plus 9% superannuation
Status:	Temporary Full-Time for 6 months, with potential for extension beyond this period (subject to available funding). Flexible working conditions such as job sharing and part time arrangements will also be considered.

Position Objective: Work closely with OzGREEN team members and volunteers to coordinate and implement OzGREEN programs on the NSW mid north coast, Hunter Valley and Alice Springs, in particular YOUth LEADing Australia, PlanetSavers and MYRiver.

Key Responsibilities

- 1) Assist in the implementation of the OzGREEN sustainability learning and leadership programs in Australia, including enrolling and supporting schools and participants in the programs, organising and facilitating school based catchment water quality testing programs, youth environmental congresses, community forums, training workshops, program evaluation and reporting.
- 2) Liaise with schools, local stakeholders, local community networks and participants to promote, organise and support the activities of the programs.



- 3) Assist in the promotion of OzGREEN programs through local media and other communication channels.
- 4) Organise venues, catering, equipment, facilitation and other requirements of workshops, meetings and events.
- 5) Build collaborative working relationships with local partners and potential funders.
- 6) Other duties as required by the CEO and Executive Director.

Skills, experience, personal attributes and qualifications required

- 7) An understanding of and commitment to OzGREEN's vision, values and philosophy.
- 8) Experience and skills in group facilitation, event management, public communication, promotion and community engagement, including some media liaison.
- 9) Sophisticated oral and written communication skills including the ability to deal with a diverse range of people in a sensitive and professional manner.
- 10) Excellent organisational, administrative and project management skills including demonstrated ability to effectively prioritise tasks, manage time and energy to deliver programs on budget and on time.
- 11) Proven ability in preparing user-friendly project reports.
- 12) Flexibility and willingness to work on the wide variety of tasks essential to the functioning of a small not-for-profit organization.
- 13) Demonstrated personal commitment to ecologically sustainable living.
- 14) The ability to work independently and to collaborate and contribute to a team.
- 15) Appropriate tertiary qualification in environmental science or equivalent. Prefer education qualifications and experience as well.
- 16) Current driver's license and safe driving record.

Terms and Conditions

- 17) The position is offered on a temporary basis for 6 months and based on a 37.5 hour week.
- 18) The position involves some out-of-hours and weekend work.