POSITION OPENING

POSITION: Greenie Award Program Coordinator – This Way to Sustainability
Part-Time, Non-Benefited, Hourly, Non-Exempt

RECRUITMENT ID: 718
LOCATION: Holt 381; Normally on campus but telecommuting during COVID-19
COMPENSATION: $13.00/hr

ESSENTIAL JOB FUNCTIONS: The Greenie Awards recognize K-12 teachers, and student groups for their successful efforts and programs that work toward a more sustainable future. These projects include (but are not limited to) innovative curriculum in sustainability and/or climate change integrated into the classroom, community or school-based composting projects or gardens that support a more local, sustainable food supply. Any program or project that works to educate K-12 on issues related to sustainability, local food initiatives, and climate change are strongly encouraged. The Greenie Awards are sponsored by the Rawlins Endowment for Environmental Literacy. Awards are announced at the TWTS Conference each year. Winners are expected to participate in conference award events.

Duties may include
- Provide support to Greenie Award Program development and dissemination of materials to promote the program.
- Create/support/promote sustainability curriculum projects and programs, working collaboratively with primary and middle school teachers and advisors that will enhance GAP awareness and project proposals.
- Build relationships through outreach to elementary, middle, and high school educators interested in GAP.
- Promote awareness of GAP through classroom visits, social media, and other outreach activities.
- Collect and organize Greenie Award submissions.
- Coordinate the evaluation of submissions with Department of Education, CRARS Director, and TWTS Executive Team.
- Responsible for award announcements and presenting awards at TWTS Conference reception.
- Responsible for creating PR around the winners and submitting them through all of our channels (student/employee announcements, constant contact, social media outlets).
- Create case studies of each program winners and post to TWTS Conference website – as examples of good practice.
- Collaborate with TWTS Planning committee to share ideas, benchmarks, and progress.
- Provides support to the other TWTS Conference Student Coordinators as needed.
- Communicates progress with other Student Coordinators and the TWTS Executive Team.
- Other duties as assigned.

EMPLOYMENT STANDARDS:
Greenie Aware Program Student Coordinator Expectations
- Work together with the TWTS Planning committee and the other student coordinators.
- Attend leadership training sessions for all TWTS coordinators.
- Bring a positive attitude to the team; work cohesively with all members of the team.
- Post all documents in our shared file folders.
- Be accountable; complete all tasks on time.
- Create a “standard operating procedure” (SOP) for this position.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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• At the close of each semester, write a semester summary with suggestions for improvement and complete a reflection survey on the conference.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
  • Chico State Enterprises application
  • Cover letter
  • Resume

APPLICATION DEADLINE: Open until filled. Applications can be submitted:

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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