

POSITION: SPECIAL PROJECTS COORDINATOR

Dream in Green (DIG) seeks a part-time Special Projects Coordinator to increase the office's effectiveness by providing support to the various programs, activities and events DIG is simultaneously involved with. The Coordinator's responsibilities include but are not limited to:

RESPONSIBILITIES

- Develop a spreadsheet/calendar to keep track of grant-related submission deadlines for deliverables, evaluation and reports
- Assist with writing reports for government and corporate grants
- Take the lead in the evaluation of programs and projects and effectively communicate results
- Take the lead with the development and implementation of the Green Leadership Grants program for K-12 schools
- Help with event planning including securing in-kind donations and cash sponsorships
- Assist the WE-LAB Program Coordinator in scheduling WE-LAB workshops in Miami-Dade and Broward Counties
- Develop content for DIG's website and social media profiles
- Assist with any other administrative and programmatic tasks as requested by Program Managers and the Executive Director

MINIMUM QUALIFICATIONS

- A minimum of 1 year experience working for a non-profit organization, university or college, or corporation on community projects
- Experience with all Microsoft Office programs
- Knowledge of evaluation methods and presenting results
- Bachelor from an accredited institution in Environment, Environmental Science, Research and Analysis or any other relevant field

PREFERRED KNOWLEDGE, ABILITIES AND SKILLS

- Capable of working on multiple assignments at once
- Exceptional organizational and time management skills
- Ability to communicate clearly and concisely, verbally and in writing
- Ability to establish and maintain effective working relationships with co-workers and DIG supporters
- Creative and critical thinking skills

**TYPE OF POSITION AND RATE**

Part-time position 20hrs/week Range \$12/hour

Duration We need the person to commit for this position through the 2016-17 academic year

SUBMISSION PROCEDURE

Please send resume and cover letter to: Karla Utting, Executive Director at karla@dreamingreen.org

We are seeking to hire immediately. Response will be limited to those candidates who are being considered for interviews. Dream in Green is an Equal Opportunity Employer.