



**Kentucky Association for  
Environmental Education**

PO Box 2739  
Elizabethtown, KY 42702

## **EELCorps Member Coordinator Job Opening**

**Job Overview and Requirements:** KAEE is seeking to immediately fill a grant funded position. This position will report to the Kentucky Environmental Education Council ([keec.ky.gov](http://keec.ky.gov)), which is a state agency within the Education and Workforce Development Cabinet, and will assist the agency's effort to place AmeriCorps members at organizations seeking to expand their environmental education program capacity. KAEE will be serving as the fiscal agent for this position.

This position is 100% funded through a grant from the AmeriCorps state service commission, Serve Kentucky, which is annually renewable through August 31, 2024, dependent upon successfully securing additional funding.

**Schedule:** Full-time, 40 hours per week, Monday through Friday, with occasional weekends. Position based in Louisville, KY, with some opportunity for work from home. Some travel required.

**Reports to:** Kentucky Environmental Education Council Executive Director and EELCorps Program Director.

### **Summary of essential job functions**

- Develop member engagement plan to help members interact and feel connected to the EELCorps program.
- Coordinate meetings and ongoing communications with EELCorps members.
- Develop EELCorps Alumni program for engaging with former members and building stakeholder network.
- Partner with Communications team to develop public relations strategies for the agency, including website, social media, press releases and other projects related to this program.
- Oversee EELCorps member recruitment and assist with member interviews and on-boarding, including compliance checks for the AmeriCorps National Criminal History Background Check process.
- Identify potential service site partners and other valuable stakeholders to develop EELCorps network.
- Partner with Program Director to provide supervision to host sites and ensure that AmeriCorps members are receiving quality supervision from their hosts sites (site visits, monitoring, etc.).
- Represent the KEEC and the Environmental Education Leadership Corps at professional conferences and other events to develop and expand partnerships.
- Assist with the development of member training curriculum.
- Assist in writing grant application to ensure continuation of the Environmental Education Leadership Corps.

**Minimum Requirements:** Bachelor's degree preferred, but not required. Experience with recruitment or volunteer management and past work with AmeriCorps programs is highly desired. Experience with environmental education is preferred. Proficiency in Microsoft Office, Google Drive, and web-based applications is required. Proficiency in OnCorps is preferred. Proficiency with social media is also preferred.

**Compensations and Benefits:** Salary of \$36,000 per year. Full-time working 40 hours per week. We believe in work-life balance and a flexible, family-friendly schedule. 80 hours of vacation time, 96 hours of sick leave, and 12.5 paid holidays per year. Reimbursement will be given for costs incurred during work-related travel. Position offers eligibility for healthcare, dental and vision insurance. Laptop provided.

**To Apply:** Please send resume and cover letter to EELCorps Program Director at [eelcorps@gmail.com](mailto:eelcorps@gmail.com). We will review applications on a rolling basis until the position is filled.

**Questions?** Contact Ashley Mike, [Ashley.mike@ky.gov](mailto:Ashley.mike@ky.gov) or (502) 564-0690.

Former national service members, especially AmeriCorps alumni, are encouraged to apply.

**KAEE is an equal opportunity employer. People of color are strongly encouraged to apply.**