Position Opening: Youth Sustainability Coordinator

One-year, full-time, $52,000/year ($26/hour, 40 hours per week, 50 weeks per year), no benefits, remote and/or in-person depending on the COVID-19 situation.

Application deadline: 9/24/21

Baltimore’s Cities Connecting Children to Nature (BCCCN) initiative is a multi-faceted, multi-partner effort to ensure equitable access to the benefits of nature for all of Baltimore City’s youth. The Baltimore Office of Sustainability is seeking to hire a Youth Sustainability Coordinator to support this initiative. The deadline to apply is Friday, September 24th, 2021.

This is a one-year, hourly ($26/hour) contract position that will be paid bi-weekly through the Baltimore Civic Fund. No benefits are included. The continuation of the position after the first year will be dependent on funding availability.

Duties include:

- Organizing regular meetings of the BCCCN core team and committees, including sharing agendas, keeping notes, and tracking progress on tasks and goals;
- Maintaining regular communications via phone and email with funders, relevant city agencies, and partners on progress of the initiative;
- Aligning BCCCN strategies with City priorities such as violence reduction and mitigating trauma and stress resulting from the COVID-19 pandemic;
- Administering grants programs to City Schools for student-led environmental projects and outdoor learning space installation projects, including organizing applicant information, communicating with grantees, and providing technical assistance to help them complete their projects;
- Organizing cross-trainings, peer learning, and cross-sector communication to increase trauma-informed care practices among the environmental community and nature-based experiences among the childcare community;
- Developing and implementing strategies to engage children and youth with the Baltimore Children’s Outdoor Bill of Rights;
- Working with City Schools and partners to expand teacher professional development around outdoor learning and other nature-based programming;
• Working with the Mayor’s Office of Employment Development, Baltimore City Public Schools, and other partners to introduce young people to nature-based, green careers;
• Promoting the work of the initiative through our social media, newsletter, and other outlets;
• Preparing reports to funders;
• Researching and pursuing additional grant funding to support the initiative; and
• Supporting related Baltimore Office of Sustainability programs (for example our Youth Sustainability Leadership internship program) as needed.

Requirements:

• Must be comfortable and confident working with diverse populations, including youth, community-based organizations, and city agency representatives;
• Must be knowledgeable about and committed to sustainability principles;
• Must be knowledgeable about and committed to anti-racism;
• Must be fluent in Microsoft Office (Word, Excel, etc.) and Google Drive applications;
• Must be organized and detail-oriented; and
• Must possess strong written and oral communication skills.

Preferences:

• A resident of Baltimore City and/or graduate of the Baltimore City Public School system;
• Experience is highly preferred in the following areas: working with youth, working in the outdoors, writing and managing grants, keeping data well-organized, coordinating and promoting events, analyzing and writing policy;
• A degree in a related field is preferred, such as Environmental Studies, Outdoor Recreation, Community Organizing, or Child Psychology; and
• Fluency in more than one language, with Spanish especially desirable.

Location:

The position is currently all-remote but may move to full or part-time in-person work in the future, depending on safety conditions. If work resumes in person, the location for the position will be 417 E. Fayette Street, 8th floor, Baltimore, MD 21202.

To apply or ask questions:

Please send a resume and cover letter to Abby.Cocke@baltimorecity.gov no later than Friday, September 24, 2021. We will be in touch within two weeks to let you know if we wish to schedule an interview. You may also reach out any time with questions.

Thank you for your interest! Learn more: https://www.baltimoresustainability.org/children-and-nature