

## **Job Announcement**

### **BYEN Program Coordinator (0.75 FTE)**

The Boston Youth Environmental Network (BYEN), an initiative of Boston After School & Beyond, is a comprehensive system of organizations providing hands-on environmental education and employment opportunities for children and youth. Our vision is that all young people in Boston are engaged in high quality, culturally relevant environmental education and employment experiences that provide opportunities for outdoor learning, academic achievement and career exploration. We work to align existing programs and create new models of partnership to form a pathway from kindergarten through high school of formal and informal environmental education experiences, and relevant, hands-on employment opportunities.

#### **Program Description**

**Everyday Explorers After School Science Program** is an AmeriCorps program that focuses on science, technology, engineering and math (STEM) related service activities, primarily environmental projects. This is a multi-state initiative with members in New York, Massachusetts and Rhode Island. The program has the goal of enhancing the quality of after-school programs and the experience of the students who attend those programs. Everyday Explorers focuses on using experience in after-school settings as a foundation for a career in education or other forms of public service.

**G.O.A.L. (Get Out and Learn)** is an effort to further environmental literacy and stewardship through science based field experiences. GOAL seeks to catalyze partnerships between Boston-based organizations and Boston Public School teachers to plan field experiences that are in support of the BPS science curriculum. It aims to do this by providing resources (e.g., funding for transportation and program fees) to directly support classrooms embarking on field experiences connected to the BPS science curriculum.

#### **Responsibilities:**

Coordinate implementation of two BYEN Education Initiatives:

- Everyday Explorers After School Science Program (0.50 FTE):
  - Manage all aspects of Everyday Explorers, an AmeriCorps program, including
    - Enrolling members in eGrants system
    - Placing all members on payroll
    - Holding member orientation and enrollment sessions.
    - Maintaining complete member files at BYEN's office.
    - Maintaining official tracking of members' hours.
    - Making between 2-3 site visits per year to all Everyday Explorers sites.
    - Helping Site Coordinators and members manage member hours through regular communication.
    - Organizing trainings designed specifically for the needs of AmeriCorps members.
    - Coordinating three community service days for all members on Make a Difference Day, Dr. Martin Luther King Jr. Day, and during AmeriCorps Week.
    - Holding an orientation for all Site Coordinators.
    - Acting as the primary contact with The After School Corporation (TASC), our partner on the AmeriCorps grant
    - Submit monthly reports

- Get Out and Learn (GOAL) K-8 Education Initiative (0.25 FTE):
  - Coordinate solicitation and review of GOAL applications 3-4 times/year
  - Communicate with GOAL grant applicants and recipients
  - Conduct site visits to GOAL grant recipients
  - Send out award notices to grant recipients
  - Organize professional development trainings for BYEN Environmental Education professionals and Boston Public School teachers
  - Evaluate program effectiveness
  - Draft and submit grant applications and reports

**Qualifications:**

Interest and demonstrated experience in

- fostering collaborative partnerships
- planning & leading professional development activities
- science and environmental education for youth
- meeting facilitation
- familiarity with Boston's neighborhoods
- communicating effectively with a variety of audiences orally and in writing

To apply:

Send resume, three professional or academic references, and a cover letter describing your interest in this position to:

Dawn Chávez, BYEN Director  
89 South Street, Suite 601  
Boston, MA 02111

Or email: [dchavez@environetwork.org](mailto:dchavez@environetwork.org)

Closing date for application: When filled.