



Environmental Education Coordinator

The Organization

We Don't Waste believes nutritious food should go to people, not landfills. We reduce food insecurity and food waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to food-insecure families and individuals in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that alleviates hunger and helps the environment through an innovative recovery model.

The Opportunity

We are growing! This new full time, non-exempt position reports to the Sr. Programs Manager: *Education and Advocacy*. This position will work closely with the Sr. Manager and the Sr. Nutritional Education Coordinator to grow and implement our Education Program. The Environmental Education Coordinator will create environmental education materials and assist in developing curricula and lesson plans that educate about food waste and the environment. The Environmental Education Coordinator will create materials about growing food and composting food for distribution and demonstrations to the community. This position will also assist with planning, coordinating, and executing food waste audits at schools. This position is a 3 year grant-funded position.

Responsibilities

Education

- Communication with schools, including, but not limited to:
 - Outreach and scheduling with schools
 - Gives presentations at schools touching on topics such as, the environmental impact of food waste, composting, and environmental justice
 - Tracking metrics related to communications and presentations
- Research and development of an environmental education curriculum
 - Creates and/or sources existing environmental education curriculum and activities. Topics may include gardening and composting
- Assists with executing food waste audits



- Collects data through food waste audits
- Reports findings from food waste audits
- Creates environmental education materials for distribution at public-facing events
- Assists in running Corporate Food Waste program
- Attends meetings with partner organizations

Mobile Food Markets

- Support WDW staff at Mobile Food Markets on an as-needed basis
- Distributes educational information at Mobile Food Markets
- Assists with setup and breakdown of Mobile Food Markets

Qualifications

- Bilingual
- Passion for We Don't Waste's mission
- Career goals oriented towards the mission of We Don't Waste
- Garden/farming experience and knowledge preferred
- Experience teaching kids preferred
- Background in composting, and/or environmental education preferred
- Must have flexibility to occasionally work nights and weekends

Physical Job Requirements

- Ability to work in outdoor setting in various weather conditions for up to 4 hours
- Must be able to lift 25 pounds
- Commitment to equity
- Highly relational; possesses willingness to engage in schools and the community
- Willingness to take on other duties as assigned

Desired Traits

- Passion for We Don't Waste's mission
- Self-starter
- Ability to relate to diverse communities and perspectives



- Willingness to work a flexible schedule Monday-Friday, with occasional weekends
- Knowledge of basic food safety

Salary/ Benefits

The pay range for this position is \$23.07 to \$25.96 an hour or annually \$48,000-\$54,000. We Don't Waste offers full time employees a 3% IRA match, \$50,000 in accidental death life insurance and short-term disability.

Why Work at We Don't Waste

- Paid time off! We Don't Waste offers three weeks of time for the first year of employment (accrued), 80 hours of sick time, 9 paid holidays AND our year end closure from Christmas Eve through New Year's Day.
- Retention of We Don't Waste staff is a priority! We provide increased vacation benefits for employees as a thank you for your service. In year 2, We Don't Waste offers 4 weeks of time off. In year 3, We Don't Waste offers 5 weeks of vacation and in year 8 We Don't Waste offers 6 weeks of vacation!
- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term, life insurance plans and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 44% of employee dental premiums.
- Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.

Application Process:

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at careers@wedontwaste.org. Applications received by August 16, 2024, will be given priority and the job posting will be removed from our website (www.wedontwaste.org/get-involved/#careers) when the position has been filled.

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.



Reasonable Accommodation:

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at careers@wedontwaste.org.

EEO Statement:

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

Disclaimer:

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.