Environmental Program Director Fellowship
Full-time paid Fellowship

Announcement Date: October 18, 2019
Application Deadline: Applications will be accepted on a rolling basis until the position has been filled. The first round of interviews will commence the week of October 29, 2019 and will continue until the position is filled. This is a 10-month paid fellowship with an anticipated start date of November 6, 2019 and will go through August, 2020. There is potential to continue as a salaried staff member beyond the fellowship period.

This is an opportunity for recent graduates and those looking to pursue a graduate degree to gain valuable experience in developing and implementing environmental programs.

KPWB is a non-profit environmental organization that serves Prince William County through partnering with residents, businesses and government to educate and inspire people to be environmental stewards and Keep Prince William Beautiful.
www.kpwb.org

POSITION SUMMARY:
Main Responsibilities Include:
- Manage and implement our current litter, recycling, and community beautification programs and pursue opportunities to implement new programs in-line with our goals and missions;
- Prepare and submit annual reports;
- Increase and maintain visible relationships with local organizations, schools, county and state agencies, and local businesses;
- Increase and maintain a sustainable volunteer base;
- Conduct presentations to community groups, businesses, schools and other organizations;
- Coordinate and present at booth events and expos;
- Create outreach materials and engaging posts for our social media accounts;
- Be present during working office hours of 8:30AM – 4:30PM, unless otherwise directed by Executive Director (must be available to work occasional night and weekend hours);
- Attend to other reasonable duties and responsibilities as directed by Executive Director and/or Board of Directors
REQUIRED QUALIFICATIONS:
- Bachelor’s Degree from an accredited college or university in environmental studies, sustainability, or similar program
- Strong conservation and stewardship ethic
- Demonstrated ability to work both independently and collaboratively
- Outstanding interpersonal, oral, and written communication skills
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to effectively communicate with all ages of people
- Valid driver’s license
- Punctuality
- Great sense of humor

DESIRED QUALIFICATIONS:
- Experience with public speaking
- Ability to lift and move a minimum of 40 pounds
- Demonstrated experience recruiting and training volunteers
- Leadership experience in conservation and sustainability programs

HOW TO APPLY:
Interested applicants should submit a cover letter, resume, and list of three professional references to: Aleta Daniels at adaniels@kpwb.org.

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