



Environmental Program Coordinator Job Description

Our mission: PRC stewards resources to prevent waste and conserve the environment

Status: Exempt / Fulltime / Permanent

Salary Range: \$43,000

Supervisor: Eastern Program Director

Location: Media, PA

Purpose of the Position: The Environmental Program Coordinator serves as the lead for the Growing Greener Communities (GGC) Watershed Initiative, coordinating collaborative efforts among partner organizations across the Darby Creek and Cobbs Creek Watersheds. This initiative focuses on enhancing community resilience and improving stormwater management through hands-on environmental education, public outreach, and the implementation of green stormwater infrastructure (GSI) projects. The coordinator will develop and lead a GSI training program with an emphasis on rain gardens, support the installation of demonstration rain gardens and flow-through planters, manage content updates for the GGC website, and deliver environmental education programming. The position also plays a key role in building strong relationships with residents, community groups, and partner organizations to expand the reach and impact of the initiative.

This Environmental Justice initiative attempts to address stormwater issues in the watershed and help to manage stormwater runoff that inundates the lower watershed, disproportionately impacting low-income communities and communities of color.

Essential Functions

- Lead the implementation of GGC watershed initiatives in collaboration with partner organizations
- Lead the development and delivery of a multi-week GSI training program for residents, in collaboration with partner organizations, with a focus on rain garden and flow-through planter design and installation
- Coordinate and support GSI installations, including rain gardens and downspout planters, by conducting site assessments, communicating with residents, and assisting with contractor coordination
- Write and update content on the [Growing Greener Communities website](#).
- Perform Stream Smart Stormwater House Calls and write reports to identify ways homeowners can better manage stormwater on their properties
- Conduct environmental education programming for both youth and adults, including school-based lessons and public workshops
- Assist with grant writing and reporting
- Represent PRC at community events, workshops, and meetings with partner groups, municipal staff, and stakeholders
- Respond to inquiries on the Recycling Hotline
- Support other PRC programs as needed including e-waste collections, glass recycling, and other potential waste diversion efforts

Relationships

- Reports directly to the Eastern Program Director
- Collaborates with other PRC staff as necessary to support the GGC initiative and PRC as a whole
- Collaborates with representatives from GGC partner organizations
- As appropriate, supervises and assists volunteers for office projects, special events and program implementation
- Interacts with public, vendors, volunteers, public employees and officials, and others
- Carries out other tasks and responsibilities as requested by the Eastern Program Director

Equipment

- High degree of proficiency operating computer systems, including Microsoft Office 365 and Office programs, desktop publishing, e-mail, and internet
- Familiarity with standard office equipment

Attributes

- Strong oral and written communications skills
- Prior work with nonprofits desired
- Passion for conservation and watershed preservation and waste diversion preferred
- Knowledge of green stormwater infrastructure preferred
- Experience with a hands-on work environment
- Two years of work experience in related field preferred
- Must have valid PA driver's license and provide own transportation to PRC and offsite events
- Common sense, organized, accurate, team player, sense of humor, and willing attitude are essential
- Self-motivated, dedicated to accomplishing the task, able to take initiative, troubleshoot and solve problems
- People oriented, able to work well with other staff and professionally represent PRC
- Willing to work evenings and weekends as needed

Physical Requirements:(e.g., lifting, reaching, climb, push/pull, etc.)

- Able to work outdoors in prevailing elements
- Able to work on feet for minimum of 4 hours per day
- Must be able to lift and carry up to 40 lbs

Benefits: Benefits include health, dental, vision, life insurance, paid vacation, sick and personal leave, retirement with employer contribution.

PRC is an equal opportunity employer. It is the policy of Pennsylvania Resources Council to employ the person best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin, disability or marital status.

PRC is committed to environmental justice. We contribute to efforts to address the disproportionate environmental burdens born by low-income communities and communities of color. In pursuit of our mission, we aspire to sustain an inclusive, equitable, just, and welcoming culture where differences are embraced.

To apply send a cover letter and resume to Diana Andrejczak at andrejczak@prc.org.