



Schools Coordinator

Environment360 is an Ghana based NGO that helps communities and children adapt sustainable habits by providing innovative education and recycling programs. Environment360 currently works in 25 schools around the Greater Accra Area and will expand to three other regions during 2018. The organization is currently seeking a schools coordinator to help ensure the success of Environment360's schools education and recycling programs, as well as support teacher training.

The schools coordinator must be an outgoing, energetic personality that enjoys field work and is able to work independently. The individual should be well organized and competent with the ability to use Microsoft Word, Excel and PowerPoint. The individual must also possess some basic social media skills and be able to work in a fast paced environment and under stressful situations.

This position is based in Environment360's head office located in Madina at Ritz Junction.

The qualified candidate will be responsible for the following duties in Environment360:

- Overseeing Environment360 School Programs to ensure recycling programs are working
- Working with community stakeholders on all levels to ensure coordination and buy in to school activities
- Creating comprehensive reports and presentations that explain the progress of programs to internal and external stakeholders
- Creating schools stories and updates on social media platforms
- Helping create and implement expansion of school programs
- Identifying needs of teachers and Scheduling training sessions as needed
- Developing incentive programs for schools
- Oversee success of Environment360's annual Float Your Boat competition for Schools
- Other duties as assigned

Qualifications

- Bachelor degree in education, environmental sciences or another relevant field
- 2-4 years of relevant working experience
- Ability to speak Twi and Ga

- Experience working with children preferred

All qualified applications should send their cv to employment@environment360gh.org.

Deadline to apply: 15th January