

School Engagement Coordinator

Location: Portland Metro area, Oregon (Hybrid)

Deadline: July 3 or when filled. www.ecoschoolnetwork.org/careers

Hours: Approximately 24 hours/week (final schedule dependent on board-approved budget)

About Eco-School Network

Eco-School Network equips Oregon students, parents, and teachers to make their schools healthier and more sustainable. For more than 16 years, we've supported hundreds of volunteer changemakers leading projects such as school gardens, outdoor classrooms, pollinator habitats, waste reduction programs, walk-and-roll initiatives, climate action projects, and more. Our work is rooted in the belief that ordinary people can create extraordinary change when they feel connected, supported, and empowered.

Position Overview

We are seeking a relationship-centered School Engagement Coordinator who loves helping others succeed. You'll support parents, teachers, and school staff as they lead environmental and climate projects in schools across Oregon. As a key bridge between Eco-School Network and our network of volunteer changemakers, you'll build relationships, provide encouragement and support, coordinate communications and logistics, document impact, and help ensure that people have what they need to succeed. Responsibilities will vary seasonally. This is an ideal role for someone who enjoys connecting with people, staying organized, and helping meaningful projects move forward. This role offers a unique opportunity to develop skills in community engagement, leadership, nonprofit management, communications, environmental education, and social impact.

What You'll Do

Support and Engage Changemakers

Help volunteer Changemakers feel connected, supported, and successful throughout their journey.

- Build warm relationships with parents, teachers, and school staff leading sustainability projects
- Check in regularly with Changemakers by phone, email, text, Zoom, and occasional site visits
- Celebrate successes, provide encouragement, and problem-solving support
- Attend regular gatherings (~10–12/year, online and in-person, evenings in Portland metro area)
- Help foster a welcoming, inclusive, and supportive community culture
- Coordinate recruitment and onboarding of new changemakers
- Support annual, four-session Changemaker Leadership Training (communications, logistics, occasional facilitation)
- Help onboard new Changemakers and connect them to the broader ESN community

Coordinate Programs and Communications

Help ensure that commitments become action and that people get support when they need it.

- Track participation, follow up on next steps, and help maintain momentum
- Coordinate communications, reminders, and logistics for trainings and projects
- Support program commitments associated with grants and special projects
- Help ensure schools and Changemakers receive timely support and information
- Maintain accurate notes and documentation
- Occasionally transport and distribute program materials and resource kits

Capture Impact and Strengthen the Network

Help us create meaningful experiences for our community and document and share the great work happening in schools.

- Collect stories, photos, quotes, and project updates from schools
- Write short newsletter articles and Changemaker spotlights, possibly posting on social media
- Collect stories, photos, quotes, and data for reports and impact measurement
- Help coordinate workshops, gatherings, and special events
- Support our annual retreat and community-building events with logistics and communications
- Support occasional fundraising events as part of a collaborative staff team (every other year)
- Pitch in where needed as part of a collaborative small nonprofit team



We're Looking for Someone Who...

- Loves helping other people succeed
- Builds relationships and trust with diverse groups of people
- Is warm, dependable, and follows through on commitments
- Communicates clearly in writing and conversation
- Is comfortable reaching out to busy people and initiating conversations
- Is committed to equity, inclusion, and environmental justice
- Can manage multiple projects and priorities
- Notices details and stays organized
- Is adaptable and comfortable with occasional ambiguity
- Is comfortable using Google Workspace, Zoom, and basic AI tools

Requirements

- Two + years experience (part-time counts) in community engagement, volunteer coordination, education, nonprofit work, communications, project management, or a related field
- Bachelor's degree or equivalent combination of experience, training, and lived experience
- Ability to travel occasionally throughout the Portland metro area and sometimes beyond
- Ability to lift and transport materials up to 35 pounds
- Availability for some evening meetings and occasional weekend events

Compensation and Benefits

- Approximately 20–25 hours per week at \$25/hour
- Flexible, largely self-directed schedule with substantial autonomy
- Prorated paid time off (PTO), beginning in the first year of employment
- Prorated paid holidays and PTO, up to two weeks of unpaid time off annually
- Prorated health insurance plan
- Green transportation benefit
- Professional development opportunities
- Eligibility for Oregon Paid Family and Medical Leave (OPFL)
- A chance to work with a mission-driven team and support meaningful change in schools

Why this role matters

The parents, teachers, and school staff who lead sustainability projects in schools are often volunteers juggling busy lives. A supportive phone call, a helpful resource, a word of encouragement, a handwritten thank you note, or a thoughtful follow-up can make the difference between a project that fizzles out and one that transforms a school community. In this role, you'll help ensure that volunteer leaders feel seen, supported, and capable of creating lasting change for thousands of students across Oregon.