

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: Louisiana Environmental Action Network (LEAN)

Member Position / Title: Outreach Coordinator

Member Immediate Supervisor: Michael Orr

Days / Hours of Service: M-F 9-5 flexible with some after hour events

Address: 162 Croydon Avenue, BR, LA 70806 and remote

Organization/Agency Mission and/or Goals:

The purpose of the Louisiana Environmental Action Network (LEAN) is to foster cooperation and communication between individual citizens and corporate and government organizations in an effort to assess and mend the environmental problems in Louisiana.

Program Mission and/or Goals:

To provide environmental justice education to Louisiana youth

Member Position Summary:

Outreach Coordinator tasked with supporting the engagement efforts of LEAN's environmental justice curriculum project. This position will assist in developing a contact database for outreach partners, scheduling outreach events including classroom visits, facilitating curriculum lessons, while measuring and tracking curriculum feedback.

Member Impact:

This position will work in support of a 5 year environmental justice education effort being conducted by LEAN. This project has yearly outreach targets and aims to provide environmental justice lessons in a wide array of education environments including classrooms, after school programs, as well as public and private events. Short term goals include the development of an outreach network of opportunities and partners and conducting weekly engagement activities. Long term goals are to meet the annual outreach goals while also collecting and tracking feedback from engagement efforts.

Essential Functions of Position:

Organize and facilitate educational activities utilizing LEAN's environmental justice curriculum material. Track curriculum feedback and engagement success.

The Outreach Coordinator will support LEAN's Education Coordinator to:

- Communicate with potential partners to schedule and coordinate outreach opportunities.
- Establish weekly outreach and engagement calendar.
- Travel to and from schools and other sites.
- Lead educational activities with LEAN's curriculum material.
- Conduct pre and post activity surveys to collect feedback.
- Prepare and submit monthly progress reports.
- Compile survey results into summary report each quarter.

Required Knowledge, Skills, and Abilities:

Experience working with school age children in a classroom, camp or other educational setting. Proficiency in public speaking and multi-media presentation through powerpoint, google slides or similar. Experience with assessment tools and survey instruments (Qualtrics, Survey Monkey, Google forms, etc.) a plus.

Educational experience as a classroom instructor, assistant, volunteer, facilitator or camp counselor.

Required Transportation Requirements (ex: own vehicle or able bike to site)

Reliable vehicle and able to travel to sites around Baton Rouge and surrounding areas