



Coordinator, Education and Technical Assistance

Organizational Overview

Southface is a nonprofit environmental organization promoting sustainable homes, workplaces and communities through education, research, advocacy and technical assistance. We envision a regenerative economy, responsible resource use, equity and a healthy built environment for all.

The Education and Technical Assistance team is responsible for the development and delivery of the full suite of online, field and classroom trainings offered by Southface.

Position Overview

The Coordinator will support the Education and Technical Assistance Team Director, Project Managers and Trainers with the development and delivery of all online, classroom and field trainings to create an exceptionally effective learning experience for all participants.

Responsibilities

Specific responsibilities include but are not limited to:

- Coordinate event logistics for onsite and offsite trainings
- Management of training-related records within Salesforce database and VA-ONCE reporting system
- Assist with the creation and delivery of online learning modules
- Calendar coordination for training and exam proctoring
- Assist the Director in managing relationships and deliverables with partners and funders
- Manage the reception/office area
- Provide ongoing customer support to clients, partners and funders
- Perform outreach to businesses and individuals to generate awareness of the Southface mission and training offerings
- Collaborate with the Development and Communications team to generate electronic and print collateral
- Assist the Director with business development proposals
- Other tasks as necessary supporting the Education and Technical Assistance team

Qualifications

The successful applicant for the position will meet the following requirements:

- Bachelor's degree or 3 to 5 years equivalent experience
- Project management and organizational skills, with demonstrated experience managing and prioritizing deadlines
- Analytical skills to interpret training feedback for targeted outreach and improved outcomes
- Interpersonal skills with ability to professionally interact with a diverse group of people

- Strong written and verbal communication skills
- Demonstrated customer service skills in a dynamic, service-oriented environment
- Collaborative, positive, team-oriented attitude coupled with ability to work independently
- Computer proficiency with Microsoft Excel, Word and PowerPoint
- Demonstrated commitment to sustainability and the Southface mission
- Valid driver's license with no major violations

Physical Requirements

Ability to carry 35 pounds, which may involve carrying project materials including program signs, presentation materials and equipment, such as a projector.

Benefits

Southface offers competitive health and benefits:

- Salary commensurate with experience
- 15 paid vacation days annually
- 10 paid holidays annually
- 8 paid sick days annually
- Excellent medical insurance benefits
- 403(b) retirement plan with company match
- Continuing education and professional development
- Flexible work schedule
- Organizational culture that highly values the contributions and character of its employees

Hours of Work

Monday through Friday, 8:30AM—5:30PM, with flexible options. Occasional weekend or evening hours.

Salary and Application Process

Respond with a cover letter and resume to careers@southface.org with “E&TA Coordinator” in the subject line. **Please, no telephone inquiries.**

Pre-employment background checks are conducted on final candidates.

Southface is an Equal Opportunity Employer.