

Job Title: Sustainability Education Coordinator

- Job Type: Part time 20-40 hours per month (Flexible hours)
- Location: Hybrid – Based in Massachusetts (local travel required)
- Reports To: Executive Director, Keep Massachusetts Beautiful



About Keep Massachusetts Beautiful (KMB):

Keep Massachusetts Beautiful is a nonprofit organization committed to making our communities cleaner, greener, and litter-free. We work with residents, schools, businesses, and local governments to inspire environmental stewardship and civic pride.

Position Summary:

We're looking for a dynamic and organized Sustainability Education Coordinator to lead our educational programs:

Key Responsibilities:

- Create age-appropriate curriculum for K-12 students (public or private) and adult audiences that aligns with KMB's key areas of impact (litter prevention & cleanup and waste reduction & recycling).
- Build partnerships with K-12 schools, PTOs, public libraries, and others to deliver environmental education and enrichment programs that align with KMB's mission.
- Deliver age-appropriate lessons, presentations, and workshops on litter prevention, recycling, and sustainability in person or via Zoom. Develop and manage a team of presenters in different regions across the state.
- Manage marketing and scheduling for school-focused and adult-focused educational presentations.
- Collect and report feedback and impact data from schools, libraries, and other organizations.
- Manage post-event follow-up, including thank-you communications, photos, surveys and social media posts.

This role is perfect for someone who thrives on curriculum development and teaching that creates a positive environmental impact.

Qualifications:

- Passion for environmental stewardship and community involvement
- Strong organizational and communication skills
- Experience with Massachusetts public school curriculum development and delivery
- College degree

- Comfortable speaking to student groups ranging from K-12 as well as adult audiences
- Valid driver's license and a reliable vehicle

Additional Details:

- Hybrid remote/on-site position. Admin work will be performed remotely, while lessons/presentations will be delivered on site or via Zoom
- Flexible work schedule; some evening or weekend events required
- This is a part-time staff position that will average 20-40 hours per month (with room for growth)
- Compensation commensurate with experience

To Apply:

Send your resume and a brief cover letter describing your interest in the role to Neil Rhein, Executive Director, at Neil@keepmassbeautiful.org.