

VACANCY: Outreach Coordinator

CTEET is looking for a highly-driven, approachable, meticulous and enthusiastic candidate who is interested in Environmental Education, working with schools, teachers and youth across Cape Town.

Job Information

- Location:** Zeekoevlei Environmental Education Centre, Zeekoevlei, Cape Town.
- Industry:** Environmental Education, Mentorship, Programme Development, Teacher and Learner development
- Position Type:** Full time position, 2 Year contract
- Salary:** R11 000.00 per month (no benefits included)
- Qualification:** Tertiary qualification relevant to Nature Conservation, Education or Environmental Studies

Job Responsibilities

- Develop and support an environmental learning programme in Cape Town-based schools, assisting teachers in their lesson planning to include environmental learning into all subjects
- Support schools on the Eco-Schools programme with the implementation of lesson plans, event days, an eco-club and the compilation of their portfolios
- Intensive review of portfolios ahead of submission and ensure Eco-Schools POE's are submitted and assessed by the deadlines. Assist Provincial / National / other coordinator(s) with portfolio assessments if necessary.
- Coordinate and facilitate teacher meetings, workshops and events
- Grow the Eco-Schools programme across Cape Town
- Liaise with WESSA's regional Eco-Schools coordinator and attend meetings
- Research and develop resources, educational and environmental awareness programmes for the Eco-Schools Programme and the Outreach programmes.
- Coordinate and where necessary facilitate Community Outreach activities to extend our EE message to a greater audience
- Assist with the marketing of the CTEET Educational Programmes particularly the overnight camps and day programmes with schools and community groups
- Complete administrative tasks related to reporting, monitoring and evaluation and implement plans for the school visits and outreach programmes
- Assist with the social media campaign by providing photos and articles when requested
- Manage, mentor and guide the Outreach team
- Coordination of the Conservation Leadership Programme – this could include attending CLP camps, hikes and activities when required.
- Collaborate with Environmental education projects of other NGO's, relevant organisations, experts and schools

Job Requirements

- Relevant tertiary qualification and computer literate in MS Office
- Valid driver's license with at least one year's driving experience is essential
- Knowledge of the school curriculum CAPS and the Eco-Schools Programme
- Experience with the development of lesson plans and programmes
- Availability to work flexible hours e.g. weekends, public holidays and after hour duties
- Articulate in the English language, verbally and written, and have strong numeracy skills
- Ability to speak additional languages (Xhosa and Afrikaans) would be an added benefit
- Soft Skills: the person must take initiative and be determined, charismatic, cooperative, responsible, and confident to work independently as well as in a team





Contact Details:

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Send through: A cover letter and CV
Closing Date: 26 January 2017

Persons who do not meet the job requirements will not be considered. If the candidate has not been contacted by 2 February 2018, they should consider themselves as being unsuccessful. Successful candidates will be required to attend an interview in the week of the 6th February 2018 and be prepared to commence work in mid-February 2018 or as soon as possible thereafter.

