

Coordinator of Environmental Literacy-The Lawrence Hall
of Science
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=249535>

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Posted Nov. 25, 2024, set to expire Dec. 23, 2024

Job Title	Coordinator of Environmental Literacy-The Lawrence Hall of Science
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Nov. 25, 2024
Application Deadline	12/23/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Sciences - General
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Job Description	

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Coordinator of Environmental Literacy-The Lawrence Hall of Science

Position overview **Position title:** Coordinator of Environmental Literacy

Salary range: The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table for the current salary scale for this position:

https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t30-b.pdf. A reasonable estimate for this position is \$71,200-\$85,000.

Percent time: 100%

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Anticipated start: 2024

Position duration: 1-year appointment, renewable dependent on budget and performance.

Application Window

Open date: November 22, 2024

Next review date: Saturday, Dec 7, 2024 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Monday, Dec 23, 2024 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The Lawrence Hall of Science at the University of California, Berkeley, seeks a skilled leader with experience at the intersection of environmental learning, equity, justice, and building healthy communities to contribute to and support the Center for Environmental Learning. The Center for Environmental Learning seeks field-wide systems change towards equity and justice, as we advance environmental learning in education systems. We envision environmental learning spaces where an individual's relationship with the outdoors can flourish through traditions, experiences, history, and learning, creating opportunities for our communities and our planet to benefit. The Center's portfolio supports improvement efforts in outdoor and environmental education nationally and internationally by promoting equity, justice, and cultural relevance; translating research about effective practices for teaching and learning into accessible approaches, resources, and tools for program leaders and instructors; conducting novel research and evaluation on environmental teaching and learning; and building community with partners in the field.

The Coordinator of Environmental Learning will contribute to the Lawrence's portfolio of projects through efforts such as coordinating programs and products, communicating with partners, contributing to grant proposal development, and representing the Lawrence at conferences and professional meetings. The Coordinator of Environmental Learning will report to the Director of Environmental Literacy Programs and work closely with the internal and external collaborators and partners.

The Lawrence Hall of Science at the University of California, Berkeley is one of the country's few science centers that is part of a top-tier, public research university. This distinctive affiliation allows the Lawrence to engage world-class scientists, engineers, and educators to develop and disseminate

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leading innovative and effective science, technology, engineering, and mathematics (STEM) programs. As UC Berkeley's public science center, the Lawrence provides a window into Berkeley's cutting-edge research and discoveries, and their transformative applications. The Lawrence supports learners to use the "big ideas" of science to solve problems, improve their lives and communities and make the world a better place. Equity is at the heart of our mission; we pay special attention to engaging those from low-income communities, communities of color, and other marginalized groups. Lawrence Hall of Science programs are designed to meet three critical goals: (1) activating youth interest in STEM learning and careers; (2) improving scientific and environmental literacy for youth and the public; and (3) increasing the number of underrepresented youth who pursue STEM. The Lawrence's portfolio is diverse and far-reaching, contributing to the local and national agenda to inspire, prepare, and diversify the STEM workforce.

The Lawrence Hall of Science is committed to creating an equitable and inclusive organizational environment that fosters the success of the full range of our employees. We believe that employees who feel valued and respected will create policies, programs, practices, norms, and services to effectively meet the needs and exceed the expectations of our increasingly diverse staff, partners, and audiences. We welcome candidates who have demonstrated capacity to create inclusive work environments, work effectively on diverse teams, and serve the diverse communities with whom we currently work and want to attract. We are committed to hiring and retaining culturally competent leaders at all levels of the organization who reflect the demographics of our community and continually deepen their skills and competencies.

Key Responsibilities:

- The Coordinator of Environmental Literacy will work with various internal and external partners to:
- Design and coordinate in-person and virtual professional learning opportunities, from 2-hour virtual workshops to multi-day in-person events.
- Contribute to research, practitioner publications, grant proposals and reports.
- Represent Lawrence Hall of Science locally, regionally, and nationally at conferences and professional meetings
- Coordinate and manage multiple projects and facilitate meetings with multiple stakeholders and deliverables, while ensuring an explicit approach to equity, inclusion, and cultural relevance in all project activities
- Coordinate and contribute to some or all of the following projects: Outdoor Nature Lab, BEETLES, and Working Towards Racial Equity
- Develop communications assets that grow and sustain engagement with Center for Environmental Learning audiences

Unit

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: <http://lawrencehallofscience.com/>

Qualifications

Basic qualifications (required at time of application)

- Bachelor's degree or equivalent international degree

Additional qualifications (required at time of start)

- Minimum 2 years working experience

Preferred qualifications

- Experience in outdoor science, environmental justice, education, and/or in a position focused on advocating for and building towards equity.
- Evidence of ability to advocate for equity, justice, and cultural relevance within one or more of the following areas: curriculum and professional learning, youth learning experiences, organizational systems, and workplace team dynamics.
- Experience working with or in communities of color, low-income communities, or other communities underrepresented in science and environmental fields, including designing processes for co-design
- Demonstrated understanding of issues and challenges in science and outdoor science education.
- Experience developing professional learning materials and designing and implementing virtual and in-person professional learning experiences, including events with 100+ people.
- Experience contributing to grant proposals and/or published works.
- Experience coordinating teams, multiple projects, and ongoing deliverables over a long period of time and across multiple organizations.
- Evidence of open-mindedness, continuous learning, creativity, vision, flexibility.
- Experience using Zoom, Google Workspace, Monday.com, Mailchimp, Qualtrix, and Wordpress

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of

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these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to <https://ofew.berkeley.edu/recruitment/contributions-diversity>).

Reference requirements

- 3 required (contact information only)

Please provide contact information for 3 references that can be contacted by the search committee

Apply link: <https://aprecruit.berkeley.edu/JPF04628>

Help contact: lopezj@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local



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government directives may impose additional requirements.

Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04628>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California Berkeley

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