

VACANCY: School Coordinator

Deadline: Wednesday, 9 February 2022

Job Purpose:

Nature Connect, a multi-faceted and dynamic environmental organisation, is looking for a driven, positive, and service-orientated individual to work collaboratively within a team of young and self-motivated professionals. The successful candidate will be required to apply a mix of skills and approaches to liaise with school personnel (principals, teachers, and administrators), and partner organisations, to actively implement Education for Sustainable Development in schools.

Job Information:

Location: Based at our Environmental Education Centre in Zeekoevlei, Cape Town.

Industry: Environmental Education and Conservation

Position Type: Full-time position, 2 Year contract

Qualification: A 3-year tertiary Environmental/Conservation equivalent qualification, with either a PGCE or teaching experience; OR a 4-year teacher qualification with a keen interest and experience in Life, Environmental, and Biological Sciences. A minimum of 2 years' work experience is imperative.

Key Responsibilities

The key functions of this role include the following:

- Providing individualised support to schools through regular school visits, and assisting with planning, implementing, assessing, and reviewing environmental activities while providing feedback for the purpose of improvement.
- Conducting teacher workshops and environmentally-based lessons in classroom, assembly, and outdoor settings.
- Engaging with youth and teachers, cultivating a professional on-going relationship whilst generating environmental awareness throughout.
- Researching and developing curriculum-based lessons, content, and resource material.
- Networking and engaging with like-minded organisations, groups, and individuals to explore partnerships, funding opportunities, and synergies.
- Overseeing the monitoring & evaluation procedures for the school support activities, and ensuring timeous quarterly reporting to the Programme Manager.
- Participating in events and exhibitions to increase environmental awareness.
- Assisting with communications and social media activities by compiling articles and photos when required.
- Assisting with overnight camps and other educational offerings when required.

Job Requirements:

- Valid Code EB (08) Driver's License, with minimum 2 years' driving experience.
- Working knowledge of the South African CAPS Curriculum is advantageous.
- Excellent computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and social media platforms.
- Professional writing skills for reports and communications.



- Ability to speak additional languages such as Xhosa and/or Afrikaans would be an added benefit.
- Ability to build strong professional relationships with diverse groups of stakeholders.
- Project management experience with an exceptional ability to organise and prioritise tasks.
- Physically fit and prepared to work flexible hours if and when required, e.g. weekends, public holidays, and after hours.

Application Details:

Submit: A cover letter and CV
Contact Name: Jocelyn Anderson
Email: vacancies@natureconnect.earth
Closing Date: 9 February 2022

Persons who do not meet the job requirements will not be considered. Only shortlisted candidates will be contacted. Nature Connect reserves the right not to fill this position.

