

Keep Pennsylvania Beautiful
105 W. Fourth St.
Greensburg, PA 15601-2981

Education Program Coordinator

Position Type: Full-Time (40 hours/week).

Location: Downtown Greensburg, PA (In-Office with potential for remote work 2 days/week).

Reports To: Director of Programs.

Supervisory Role: None.

Keep Pennsylvania Beautiful is seeking an Education Program Coordinator to join our small nonprofit team. The Education Program Coordinator shapes environmental stewardship across Pennsylvania by delivering impactful educational initiatives. This role translates environmental goals into engaging curriculum, resources, and community outreach campaigns. You will work closely with schools, community groups, and local stakeholders to inspire lifelong conservation habits.

We welcome candidates who bring strong skills, a collaborative mindset, and an interest in mission-driven work.

Key Responsibilities

- Organize and implement a variety of statewide education and environmental programs, events, and activities that empower Pennsylvanians to keep their communities clean and beautiful.
- Coordinate the Litter Hawk Youth Award Program - <https://www.keppabeautiful.org/grants-awards/awards/litter-hawk/>.
- Coordinate the Litter Free School Zone program - <https://www.keppabeautiful.org/programs/education/litter-free-school-zone/>.
- Coordinate other programs as needed. <https://www.keppabeautiful.org/programs/>.
- Promote existing educational programs to relevant educators, schools, groups, etc.
- Oversee external contractors and vendors.
- Provide technical assistance to constituents as needed.
- Facilitate constituent and volunteer relationships relative to all programs, events and activities.
- Represent KPB at conferences and other public events.
- Lead and participate on project teams.
- Maintain and work proficiently in events database.
- Other duties as assigned.

Qualifications and Skills

- Bachelor's degree preferred, with an education, environmental or science background.
- 2-5 years community organizing experience with environmental focus, environmental education, or teaching related field.
- The ability to organize and manage projects, budgets, and reports.
- The ability to market KPB.
- The ability to facilitate work in a team environment.

PA CleanWays, Inc. is an equal opportunity employer. Discrimination on the basis of age, race, color, creed, sex, ancestry, national origin, marital status, sexual orientation, handicap or disability, or religion, in any term, condition or privilege of employment is prohibited.

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- The ability to incorporate KPB mission into all aspects of projects, programs and activities.
- Familiarity with Microsoft Office Suite including Word and Excel, and Outlook.
- Excellent oral and written communication skills.
- Excellent public presentation/speaking skills.
- Ability to manage multiple priorities, maintain confidentiality, and work independently as well as part of a team.
- Willingness to travel throughout the state, occasionally out of state for national conference, and work unusual hours and days as required. Travel does not exceed 20% and may ebb and flow seasonally.

Physical & Logistics Requirements

- Clearances: Ability to pass Pennsylvania child abuse and criminal background checks.
- Travel: Valid driver's license for occasional statewide travel; Passport or RealID for any travel outside of Pennsylvania.
- Ability to lift up to 30 pounds of program materials.

This is a full-time, hourly position scheduled for 40 hours per week with an hourly rate of \$19-\$21/hr. commensurate with experience and qualifications.

Benefits

Keep Pennsylvania Beautiful offers competitive benefits package including health insurance, paid time off, paid holidays, matching 401k, flexible scheduling, professional development support, an inclusive work environment and the opportunity to contribute to a collaborative, mission-driven organization serving communities across Pennsylvania.

Equal Opportunity Employer

We are an equal opportunity employer committed to building an inclusive and respectful workplace. We welcome candidates from a wide range of backgrounds and experiences and consider applicants for employment without regard to any characteristic protected by applicable federal, state, or local law.

About Keep Pennsylvania Beautiful

Keep Pennsylvania Beautiful empowers Pennsylvanians to keep our communities clean and beautiful. Through community engagement, education, volunteer support, and partnerships, the organization helps strengthen local pride, inspire stewardship, and support practical efforts that improve quality of life across the Commonwealth. We are a small, collaborative team where every individual directly impacts the cleaner, greener future of our commonwealth.

How to Apply

Please submit a resume and cover letter describing your relevant experience, interest in the role, and connection to mission-driven work. Applications will be reviewed on a rolling basis until the position is filled. Please send resume and cover letter to info@keepbeautiful.org. Please include Education Program Coordinator in subject line. No phone calls, please.