**Position Title:** Climate Masters at Home Program Coordinator  
**Employer:** Oregon State University Extension Service  
**Appointment Type:** Contract  
**Contract Duration:** January 2010 through June 2010 (25-26 weeks)  
**Projected Start Date:** January 19, 2010  
**Estimated FTE:** 0.45 (19 hours/week)  
**Hourly Rate:** $13.00 (~494 hours = $6,422.00)

**Purpose:** To ensure the successful delivery of Climate Masters at Home in Lane County

**Summary:**  
The Oregon State University Extension Service provides research-based knowledge and education that strengthens Lane County's economy, sustains natural resources, and promotes healthy communities, families, and individuals. Some of Lane County’s most recognized Extension programs include 4-H Youth Development, Master Gardeners, Master Food Preservers, Compost Specialists, and the Food Pantry Project.

In early 2010, the OSU Extension Service in Lane County will begin offering a new educational program known as Climate Masters at Home. Developed by the University of Oregon’s Climate Leadership Initiative, the curriculum is designed to increase participants’ understanding of climate change, teach them how to reduce local greenhouse gas emissions, and engage with the community through self-selected outreach projects. Climate Masters at Home consists of 30 hours of instructional time, followed by 30 hours of community service.

As a member of the OSU Extension Service team in Lane County, the Climate Masters at Home program coordinator will help participants apply research-based information in their daily lives. The successful applicant will coordinate all program activities, under the supervision of the Extension staff chair. This is a temporary position that will be extended if Extension secures adequate local funding past June 30, 2010.

**Position Duties:**
- Coordinate and oversee all program activities
- Schedule community partner presentations for classes and field trips
- Serve as the primary liaison with community partners and program supporters
- Manage and coordinate volunteer opportunities and projects
- Develop and distribute marketing materials to recruit participants
- Compile, organize, and distribute classroom materials
- Purchase supplies, as needed
- Evaluate program activities
- Maintain program databases
- Other duties as identified or assigned
Required Qualifications:
- Excellent oral and written communication skills
- Excellent time management and organizational skills
- Self-starter with the ability to work independently
- Computer skills using Microsoft Office applications including Outlook, Word and Excel
- A demonstrated commitment to promote and enhance diversity

Preferred Knowledge and Experience:
- Demonstrated ability to successfully coordinate an educational program
- Demonstrated ability to successfully coordinate volunteers
- Previous experience marketing an educational program
- Previous experience as a program spokesperson