



School Program Regional Coordinator

Time Commitment: 5-10 hours per week until June 2012

Location: Major cities throughout Canada and the United States

The Earth Run Foundation is looking for energetic communicators to work closely with the Executive Director and Director of the School Day Program for 5 months. This position will have you working on planning, helping to coordinate school events, marketing, and promotion for the Earth Run Foundation's school program in your region.

Responsibilities

- Promoting and signing up schools for the School Day Program on the phone and email.
- Planning and organizing your work and providing status updates.
- Providing Internet research on schools and groups to contact.
- Building relationships with sponsors and school event organizers.
- Developing and using existing marketing and promotional materials.

Qualities & Skills

- Passionate about the environment.
- Understanding or background in event management or marketing.
- Good written and oral communication in English.
- Well-organized, independent worker with good ideas and a "can do" attitude.
- Can commit to this 5-month timeframe.

Ideally, you:

- Own a laptop and have Internet access.
- Have some experience with school events or running events.
- A good communicator, friendly, helpful.
- Might be in school, might not, but want experience.
- Are flexible, positive, patient and willing to learn.

To apply, please contact Lorraine, our Executive Director, at lorraine@earthrun.com or 250-589-2958