



Job Description
Green Dining Alliance
Program Coordinator

Position Description

The GDA Program Coordinator's primary focus will be to administer the program and meet project goals. The Coordinator will be the primary liaison with program participants and stakeholders, and will coordinate outreach to both restaurants and the general public. The candidate should be prepared to work independently to develop the program with support from an Audit Specialist and other staff members, the Board of Directors and a steering committee. This is a grant funded part-time position, anticipating 20 hours per week.

Specific duties may include but are not limited to the following:

- Identify and recruit restaurant participants for GDA certification; schedule restaurants audits
- Maintain relationships with program participants and provide support
- Research products, services and information to advance green dining goals
- Participate in the development of outreach materials for restaurants and diners
- Respond to program inquiries
- Represent the GDA in community outreach and educational opportunities
- Develop, coordinate and lead educational programs and promotional outreach events
- Organize data for grant reports and annual report
- Perform basic administrative duties to support and expand the GDA program
- Coordinate and conduct steering committee meetings (once annually)
- Assist with managing the Earth Day Café at the Earth Day Festival

Position Objectives

Build and support the program's presence within the St. Louis regional community and increase the recognition of the GDA as the primary regional third-party certifier of restaurant sustainability. Develop and implement strategies for greater efficiency and programmatic growth. Successfully market the program and recruit new participants. Support the Audit Specialist to certify 75 members by the end of 2015 and 100 by December 2016, keeping renewal rates above 90%. Maintain high-quality, information-rich website; promote program through social media. Attract financial support from grants and sponsorships to support the program's sustainability.

Supervision & Collaboration:

The GDA Program Coordinator reports to the Executive Director and works closely with the Audit Specialist and Communications and Marketing Manager.

Application candidate attributes and skills should include:

Required

- Strong interest in/understanding of environmental issues
- Experience in program development or project management
- Demonstrated excellence in public speaking, writing, and creative problem-solving
- Demonstrated competency in completing industry research
- Detail-oriented; able to handle multiple tasks and to work independently
- Excellent time management skills

- Proficiency in basic office software (Excel, Word and Powerpoint)
- Willingness to become an expert in green restaurant practices
- Ability to work weekends and evenings periodically

Desired

- Bachelors or Masters degree in sustainability-related field
- LEED certified professional
- Experience with Google Documents and various social networking tools
- Experience in coordinating and supervising others
- Previous sales and consulting experience, ideally within the food service industry and/or sustainability fields
- Previous knowledge of and experience in the food service industry
- Strong interest in/understanding of local environmental campaigns and initiatives
- Experience in green building, and sustainable design and operations