

JOB DESCRIPTION

Position Title: School Coordinator

Reports to: Education Manager

Period: January to December 2016 (Renewable Contract)

I. Mission of WWF Singapore:

To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual/ major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.

II. Major Functions:

The position of School Coordinator was established for the purpose of engaging new schools, cultivating a professional relationship, and providing personalised support to existing WWF Eco-schools and its stakeholders. This includes specific responsibilities for providing information on the range of WWF education programs and services available, school and/or nation-wide activities and events. The incumbent will work with schools and external agencies to foster an ongoing partnership between WWF and Eco-schools.

III. Major Duties and Responsibilities:

- Conducts school talks, workshops and camps for students to promote awareness of WWF conservation efforts and campaigns.
- Communicates with school leaders and educators on behalf of WWF for the purpose of cultivating an ongoing partnership with WWF that goes beyond school talks.
- Assists schools, teachers and student community members to access WWF education services, grants and awards; interprets technical information related to Eco-schools and its projects; collects feedback for the purpose of improvements to the education programs; and other services required by schools or teachers.
- Coordinates and conducts meetings with school staff for the purpose of gaining information and/or discussing needs and challenges and providing solutions as part of WWF education services.
- Confers with teachers, schools and appropriate external agencies for the purpose of assisting in evaluating the progress of Eco-school projects and its implementation.
- Organizes a variety of events such as conservation talks, network sessions, parent meetings, conferences, etc., for the purpose of providing support to the Eco-school community by showcasing students' talents and abilities, and celebrating the diversity of the community.

- Participates in a variety of meetings, workshops and committees for the purpose of conveying and gathering information to remain knowledgeable and relevant with program guidelines.
- Performs record keeping and clerical functions (e.g. scheduling, reporting, tracking, etc.) for the purpose of supporting the Eco-schools in providing necessary records/materials required.
- Prepares a variety of documents, reports and written materials for the purpose of communicating information, providing written support, developing recommendations for schools and stakeholders.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and direction as may be required.
- Maintains a variety of confidential and non-confidential resources and electronic lists and records (e.g. activity logs, phone logs, grants and project details, community resources, etc.) for the purpose of documenting projects, providing up-to-date reference and audit trail while ensuring the availability of services to schools.
- Visits schools as required for the purpose of assessing situations, improving communication, providing information regarding Eco-school policies and services.

IV. **Main areas of work:**

- Event management related to Conservation on the Move (COTM and COTM+)
- Eco-schools acquisition and support
- Customer service related to Eco-schools grants and awards
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the education unit

V. **Required Skills and Competencies:**

- Demonstrable public speaking and customer service skills.
- Willingness to travel to various locations in Singapore to provide service.
- Working knowledge of Singapore education system both local and international.
- Be process driven, possess strong record keeping skills and show careful attention to detail
- Diploma in education, customer service or other related field of work with a minimum of 2 years work experience.
- Passionate about education and customer service.
- MOE approved external instructor/trainer.

VI. **Working Relationships**

- **Internal:** Works closely with the Education Manager and the Communication & Public Engagement Team
- **External:** Coordinates with education practitioners (including principals, teachers, administrators and related personnel), partners and related parties.
- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Interested candidates should email a CV and cover letter to hr@wwf.sg by 20th December 2015. Please indicate the position being applied for in the subject line.