

## **PRODUCT DEVELOPMENT COORDINATOR**

### **ABOUT REV**

REV is a rapidly growing California-based training and education firm that integrates the best of sustainability with behavior change to accelerate business impact. By connecting people, expert resources, knowledge, and new and innovative thinking REV empowers businesses, municipalities, and institutions to co-create positive change in their organizations and broader community. See [www.revsustainability.com](http://www.revsustainability.com) for more details.

REV is an organization full of dynamic, experienced people excited about the possibilities for our company and the future of sustainability. We are searching for the first Coordinator for our Product Development (PD) department who will play a critical role in the coordination and evolution of our in-person and online education programs aimed at adult learners. Reporting to our VP of Product Development, the PD Coordinator will assist the Department (currently 3 people) in researching, coordinating and delivering sustainability education and action planning activities and programs. This position will be responsible for helping a growing department and organization provide quality service and deliverables to both internal and external stakeholders, including customers, topic experts and business and community partner organizations.

### **PRIMARY RESPONSIBILITIES**

**Coordination & Collaboration** – Coordinate the scheduling and preparation for PD team meetings, participation in events, and curriculum releases. When requested, represent PD team with other REV departments to ensure that PD perspectives, interests and offerings inform and add value to other departmental activities and plans; work with external partners on PD issues as requested.

*Curriculum Release Process (3 – 5 times per year)* - Ensure that new and improved curriculum releases are well planned and executed by the PD and Operations departments (to include release process implementation and monitoring); gather feedback from REV coaches and outside presenters on educational content and experience and, with team members, evaluate for possible inclusion in future product releases.

**Communications** – Assist with the development of internal communication materials (e.g. updates, presentations, reports, proposals and evaluation summaries) from PD to other departments and to the entire organization when needed; download key issues and items with PD as they arise.

**Research and Development** – To reflect changes in the fast-evolving world of sustainability best practices, conduct research on sustainability issues, topics, measurement strategies and tools, including benchmarks for customers to use as they develop their Sustainability Action Plans (SAPs). Examples include: waste estimators, water to energy translation calculators, and greenhouse gas reduction measurement approaches and protocols.

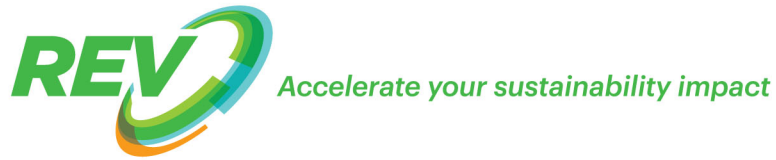
**Expert Resources** – Assist the PD Program Manager in assuring that both internal and external expert presenters have all of the information they need to perform at a high level in both in-person and on-line learning sessions. May include: preparing both internal and external expert speakers for quality presentations; calls with REV coaches; participation in speaker vetting calls(s) as training; referring potential expert presenters to PD team; assisting in monitoring speaker performance and evaluation; attending webinar delivery of future sessions and assisting with technical needs; recruiting and scheduling outside experts and internal coaches for in-session speaking engagements; update and maintain speaker tracking and information documents in Google Drive.

**Project Management** – Assist with the execution of PD contracts; assist with the evolution of organizational protocols for PD, including a new Product Road-mapping process that is currently in development; work with PD team to undertake a sustainability certification process for REV itself (e.g. B Corps).

Other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree in *environmental studies, business, behavioral science or related field* (required); Master's degree and/or sustainability education preferred.
- Minimum three years of experience in coordinating team projects for an organization that is engaged in providing products or services to a business audience (required); having worked in an education or learning environment highly desirable.
- Ability to manage projects to ensure successful delivery on time and within budget in order to achieve clearly stated goals (required).
- Excellent written and oral communication skills (required).
- Proficiency with Microsoft Office (Word, PowerPoint, Excel), Google Apps, Web Conferencing Tools (Zoom, Join.Me); Knowledge of Salesforce or other CRM a plus.
- Experience with a Learning Management System (preferred); Experience with Canvas LMS highly desirable.
- Ability to work and be successful in a primarily virtual work environment.
- Located in San Francisco Bay Area.



## ***BENEFITS***

REV offers a competitive benefits plan that includes paid time off and sick leave, Medical Benefits, and access to a 401K.

## ***HOW TO APPLY***

If you believe that you are a great fit for this position, please send a resume, cover letter and writing sample (no more than 500 words) to: [careers@revsustainability.com](mailto:careers@revsustainability.com) by **Friday, February 19**. Please make sure that the title "Product Development Coordinator" is in the subject line.

