



Request for Qualifications

PURPOSE: ChangeScale is seeking a contractor to advance our School Partnership Initiative. Specific duties are described below.

CONTRACT TERM: The contract ends June 31, 2018, with possibility of renewal thereafter pending funding approval.

LOCATION: San Francisco Bay Area

About ChangeScale

ChangeScale is a partnership of diverse organizations working together to advance the cohesiveness and effectiveness of the environmental education field in the 12-county San Francisco and Monterey Bay Areas. ChangeScale catalyzes collective solutions to increase equitable access to environmental learning experiences for youth across the region. In 2015, ChangeScale launched a five-year business plan with the goal of reaching 150,000 Bay Area K-12 students through collective efforts. More than 170 environmental education organizations have participated in ChangeScale training and collaborative projects to date, with 50 institutional members.

ChangeScale values diversity, equity, and inclusion. We strive to diversify our field and seek applications from individuals from all backgrounds. ChangeScale is an independent operating program of the Trust for Conservation Innovation, a 501c3 nonprofit organization.

Scope of Work

ChangeScale coordinates partnerships between school districts and environmental education non-profit providers, with the aim of developing and implementing environmental literacy plans with school districts. Working closely with ChangeScale's Director, team and partners, contractor will successfully complete the following projects and accompanying deliverables:

- Facilitate environmental literacy plan development with four partner school districts; coordinate with the Lawrence Hall of Science, who has also been contracted with ChangeScale to support this project.
- Identify and recruit an additional school district in Santa Clara County to participate in the initiative in the spring of 2018.
- Advance action with partnership teams at each district, including scheduling meetings, creating agendas, documenting outcomes and next steps, and providing communication support between meetings.
- Plan and successfully execute a cross-district leadership meeting of the four participating school districts in April 2018. Supporting activities will include but not be limited to working collaboratively to create the agenda, confirming program elements and speakers, and supporting logistics.
- Plan and successfully execute 2-3 working sessions for teachers and environmental education providers to map environmental literacy programs to school district priorities and the Next Generation Science Standards. Supporting activities will include but not be limited to developing collaboratively developing agendas, preparing meeting materials, and creating a template for aligning environmental literacy programs to district curriculum goals, and supporting meeting logistics.

- Develop a toolkit that other school districts can use in the future. Supporting activities will include but not be limited to consolidating draft process documents, flowcharts, and documentation of ChangeScale’s four existing school partnerships, writing, editing, and designing the materials to be suitable for others to use.

Contractor Experience and Competencies

- Has led or facilitated partnerships with nonprofit education program providers and school districts
- Has facilitated strategic planning or roadmap development for either a school district or an educational organization
- Has familiarity with curriculum development and California’s education standards, including the Next Generation Science Standards
- Has familiarity with the political and funding complexities of school districts
- Excellent facilitation skills with diverse stakeholders
- Excels in a collaborative, high energy, start-up environment; able to work diplomatically as part of a team
- Ability to take ideas and suggestions and working with diverse stakeholders convert these into a plan of action
- Commitment to diversity, equity, and inclusion with experience articulating the value of equity and inclusion to stakeholders
- The contract will require regional travel (mileage and expenses will be reimbursed)

To Apply

Please send a letter explaining your qualifications and why you are interested in this contract opportunity. Please provide three work samples from relevant projects, and include details about your rate. Submit your documents in either Word or PDF to jobs@changescale.org. No phone calls please. Applications due by December 1, 2017.