



Planet Green Force (PGF) Manager/Facilitator
Onsite position in Colombo, Sri Lanka

Searching for a passionate, dedicated, results-driven leader with excellent written and verbal English communication skills coupled with passion for the environment, can-do attitude with a sense of urgency, attention to detail and teaching background to manage the completion of the PGF Center at a leading educational institution in Colombo, Sri Lanka and develop/oversee PGF programming. Duties include:

- Conduct weekly teacher PGF trainings and support teachers in integrating PGF tenets into curriculum and school activities. Ensure school-wide knowledge of PGF mission and vision. Develop timelines and deliverables. Work with teacher “Green Guardians” on PGF Master Plan initiatives.
- Facilitate PGF’s “Seeds of Security” home gardening program including coordination with sponsor, Private Sector Organizations, for continuation and expansion of the program.
- Supervise and provide updates on other food security measures including Chaya, Moringa, etc.
- Develop list of equipment, scientific instruments, supplies, furniture, lighting, etc. for the new PGF Center in consultation with chief architect. Secure at least three cost estimates for each item to ensure best price.
- Follow up and coordinate with Professor of Faculty of Agriculture of the University of Peradeniya for PGF Center design collaboration and establishment of research projects.

- Coordinate with architect/designer on installation of furniture, instruments, supplies, as well as solar batteries and panels, high speed wifi, satellite, cameras, generator and other technology at the PGF Center.
- Develop relationships with FAO, UN, UNESCO, UNDP, etc. to support and expand PGF standing, coordinating with PGF Founder on initiatives.
- Research and develop relationships with businesses and others for products, services and monetary sponsorships of PGF Center and programming.
- Meet with institution's student clubs to encourage recruitment and participation in PGF activities/programming. Establish an official PGF student-led club consisting of one student from each class. Work with PGF club on advocacy activities encouraging alternatives to plastic bags, bottles, straws, etc. Single-use plastic free school.
- Conduct monthly or quarterly PGF student competitions in the realm of essays, debates, art, STEM projects, etc., working with teachers as appropriate.
- Plan an annual island-wide, inter-school PGF-branded competition (UNESCO Associated Schools Network - ASPnet) to coincide with United Nations International Day of Education in January.
- Identify 1-2 neighborhood schools with less resources to engage on PGF initiatives and Ananda partnership.
- Supervise bimonthly electronic and printed PGF newsletter.
- Institute Green Word of the Day and curate daily green messages over the school broadcasting system.
- Manage the library: collection of photos, videos and other data related to PGF and Seeds of Security.
- Provide weekly written reports of tasks and activities.

- Minimum 1-2 scheduled weekly zoom meetings with PGF executive team.
- Additional tasks as need arises.

Qualifications:

- 20+ years of working experience in educational institutions.
- Minimum bachelor's degree
- Teaching experience in public school environment
- Fluent in English with excellent written and public speaking capabilities
- Passion for the environment with a proven track record of success
- Excellent organization and management skills, team player with positive attitude and detail-orientation, ability to take initiative and flexibility to operate in this dynamic project.
- This position will require beyond typical working hours involvement.
- One-year contractual agreement. Performance based.
- Salary negotiable.
- Position based in Colombo. Sri Lanka.

Interested parties are directed to send a cover note and CV to PGF Founder Harith Wickrema at harith@planetgreenforce.org