

## Job Posting: **Education Program Coordinator** (Full-time, permanent)

*Roaring Fork Conservancy has inspired people to explore, value, and protect the Roaring Fork Watershed since 1996. As the watershed organization for the Roaring Fork Valley, we fulfill this mission through Watershed Science & Policy - conducting research on our rivers, executing watershed restoration projects, and engaging with local stakeholders to guide water policy – and Watershed Education –with school children, families, and adult educational programming.*

Roaring Fork Conservancy seeks a motivated, energetic Education Program Coordinator to oversee its diverse Water Education programs in the Roaring Fork Valley.

This full-time position comes with medical benefits, Simple IRA contribution, vacation benefits, and competitive salary based on experience.

### **Qualifications**

#### *Minimum Education & Experience:*

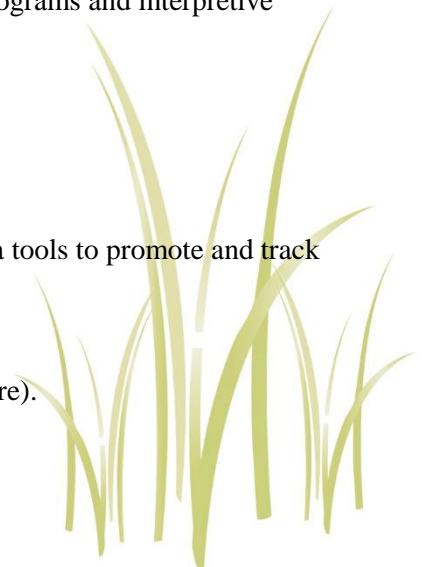
- Bachelor's degree in education, natural sciences, or related field.
- Teaching experience in K-12 and/or adult environmental education or similar setting (2+ years).
- Experience with project management including significant customer service component.
- Flexibility to work evenings and weekends.

#### *Minimum Skills:*

- Excellent interpersonal and communication skills (verbal and written).
- Ability to work independently with little oversight and also in a team-oriented environment.
- Motivated self-starter with ability to handle a diverse workload and multiple tasks projects.
- Detail-oriented with outstanding organizational skills, time management and good follow-through.
- Proficiency with computer software programs such as Microsoft Word, Excel, and Outlook, and accurate record keeping abilities.

#### *Successful candidates will also demonstrate a combination of the following:*

- Advanced degree in related field.
- Successful leadership experience.
- Previous experience scheduling and coordinating people and projects simultaneously.
- Experience developing and/or delivering positive experiential education programs and interpretive programs for multiple age groups.
- Experience applying for, securing, and administering grants.
- Budget development and management experience.
- Supervisory experience.
- Strong team building/collaboration skills.
- Problem solving/critical thinking and strong decision making skills.
- Media experience (website development, social media, using diverse media tools to promote and track programs).
- Familiarity with western Colorado water issues and/or river ecology.
- Event planning and implementation.
- Basic First Aid and CPR Certified (or ability to achieve certification pre-hire).
- Marketing, graphic design, and/or public relations experience.
- Experience with InDesign and Photoshop.
- Familiarity with public and private school administration.
- Conversational Spanish.



**Key Responsibilities/Job Duties/Position Details:**

- Oversee all youth education programs and functions.
- Coordinate all aspects of school programming: scheduling, invoicing, planning and developing programs, ensuring they address state and national academic standards, program evaluation.
- Work closely with other education staff to achieve programmatic goals.
- Maintain and develop relationships with schools, teachers, and community partners.
- Instruct high quality experiential education about water, rivers, and related issues to PreK through adult audiences.
- Maintain RFC's water education curriculum (lesson plans, materials, etc.).
- Collect data for, interpret, write and disseminate weekly river/snowpack reports for publication.
- Pursue grant and funding opportunities. Assist with organization/program fundraising.
- Plan annual Watershed Exploration series (coordinate with partner agencies, develop new programs, promote events, manage participant sign-up and communications, deliver occasional evening/weekend programs).
- Be an ambassador for and promote the programs and work of RFC through all avenues including statewide professional networks.
- Help hire, train, supervise, collaborate with, and evaluate staff, interns and/or volunteers to assist with program instruction, curriculum development, and educational events as needed.
- Event planning – including but not limited to: community river floats, fishing clinics, Children's activity days, teacher workshops, river cleanup.
- Administration – track program materials, finances, and statistics.

**Physical Requirements and Work Environment:**

Position requires ability to operate a computer, carry materials and equipment <50lbs, walk and teach in outdoor settings on uneven terrain and sometimes unpredictable or inclement weather conditions year-round. Standard open office work environment shared with co-workers. Must Possess and maintain a valid driver's license, as well as reliable personal vehicle. Must pass a Background Check and Fingerprint Check.

**To Apply:** Please submit a cover letter, resume, and list of three references with contact information to: [job@roaringfork.org](mailto:job@roaringfork.org) with "Education Program Coordinator" in the subject line. Applications are due March 13, 2019, with a start date as soon as possible. No phone calls, please.

