



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 deliver and coordinate 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. *Salary range \$45,000-\$55,000.*

Qualifications

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 occasional evenings and weekends.

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 Google, Microsoft Word, Excel, Canva, Outlook, and accurate record keeping abilities.

Successful candidates will also demonstrate a combination of the following:

- Successful leadership experience.
- Experience scheduling and coordinating people and projects simultaneously.
- Experience developing and/or delivering positive experiential education programs and interpretive programs for multiple age groups.
- Strong team building/collaboration skills.
- Problem solving/critical thinking and strong decision making skills.
- Familiarity with western Colorado water issues and/or river ecology.
- Basic First Aid and CPR Certified (or ability to achieve certification pre-hire).

Key Responsibilities/Job Duties/Position Details:

- Teach a wide variety of watershed education programs to students in kindergarten through high school. Must be comfortable teaching outdoors and on rivers.
- 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.).
- Administration – track program materials, finances, and statistics.

Physical Requirements and Work Environment:

Position requires ability to operate a computer, carry materials and equipment <35lbs, 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. Roaring Fork Conservancy is located in a resort community. Be aware that there can be challenges finding housing.

To Apply: Please submit a cover letter, resume, and list of three references with contact information to: info@roaringfork.org with "Education Program Coordinator" in the subject line. Applications are due May 22nd, 2023, with a start date on August 8th. No phone calls, please.

