



Community Science and Environmental Education Manager

POSITION SUMMARY:

The Community Science and Environmental Education Manager will manage PC's environmental education programs, projects, and staff. The Manager will manage efforts to review and/or create programs, projects and education materials to ensure they are current and relevant. This position will manage the preparation, implementation, and facilitation of our activities. The Education Program Manager will also perform general education tasks related to the development of our educational programming, including evaluation and funding.

This position is full-time, 40 hours weekly, with a flexible work week outside of scheduled activities and meetings. The position works in a workspace that includes working in the office, and in the field (which can include being on a boat, being in marshes, swamps, and parks, or being in schools, community centers, and other public spaces, as well as facilitating water-related activities). This job requires reimbursable travel into multiple parishes in Southeastern Louisiana.

DUTIES AND RESPONSIBILITIES:

- Manage Community Science and Environmental Education staff, including the Environmental Education Coordinators, educational interns, Community Science Coordinator, and Americorps member(s)
- Manage program development, implementation, and facilitation; oversee and support all Community Science and education projects
- Support programs by working with Grants Manager to submit grant proposals and funding reports
- Partner with staff as well as other regional partner organizations to develop programs
- Perform miscellaneous job-related duties as assigned
- Develop, review, and revise projects/programs
- Collaborate with partners including schools, teachers, nonprofits, etc. on a variety of projects
- Implement environmental educational programming including teacher professional development, hands-on watershed investigations, and grant-funded projects, etc.
- Record data for all programs including number of participants, photos, surveys, etc.
- Develop, monitor, and interpret evaluation materials for programs
- Write, edit, and revise correspondence about and for educational programs – coordinating with the PC communications team for review
- Draft web content for Education pages on the PC website that PC communications team can later publish



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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Bachelor's degree or commensurate experience
- Minimum of 5 years of experience directly related to the duties and responsibilities specified
- Environmental Science-focused experience that includes knowledge of the following:
 - Climate Science
 - Coastal Land Loss and Restoration
 - Louisiana Ecosystems
 - Watershed Literacy
 - Water Quality Issues
- Experience working with diverse audiences
- Knowledge of K-12 educational curricula and procedures
- Knowledge of Diversity, Equity, Inclusion, and Justice (DEIJ) principles and practices
- Ability to manage and facilitate educational programs
- Ability to use a variety of science tools including dissolved oxygen kits, refractometers, etc.
- Exceptional oral and written communication skills
- Ability to stay organized, multitask and be efficient
- Ability to think critically and offer relevant feedback and possible solutions
- Ability to work effectively, both independently and in a team environment
- Knowledge of the grant-writing and management process
- Experience with Microsoft Suite and other online platforms
- Skill in the use of personal computers and related software applications
- Fieldwork, both on water and on land, is an essential requirement of this position. Candidates must be able to climb in and out of watercraft, swim, walk more than one mile, and lift 50 lbs. Work may involve exposure to natural hazards such as uneven terrain, dense vegetation, high temperatures, sun exposure, and irritating plants and animals.

Weekends and Travel: Occasional evening and weekend work will be required for presentations and events. Day travel throughout southeast Louisiana will occur regularly, and personal auto miles will be compensated. There will be occasional overnight travel to attend conferences, trainings, and meetings.

Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to frank@scienceforourcoast.org. Applications accepted through August 30, 2024. No inquiries please—candidates will be notified of follow-up interviews.

PC provides equal employment and advancement opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, pregnancy, gender, disability, national origin, ethnic background, veteran status, sexual orientation, gender identity and expression or any other characteristic protected by applicable law.