

Education Manager

OVERALL RESPONSIBILITIES

Develop, implement and promote education across the Conservancy, including an overarching strategy for educational programs for youth, adults, and stewards that serves target audiences in a mission-driven approach. Raise awareness and instill an appreciation of natural open spaces including the Sonoran Desert, share the excitement of learning, enhance STEAM education, and share knowledge gained through our scientific research.

RESPONSIBILITIES INCLUDE

Education strategy and implementation

- Implement our overarching education framework to ensure it is vibrant, dynamic, and interactive to engage youth, adults and stewards. Ensure all topics, target audiences, channels, presenters and venues are designed and integrated to achieve desired outcomes.
- Align and adapt our current education offerings to our new education vision and direction. Develop new presenters and materials to enhance our educational programs.
- Focus on Title I students including partnering with school districts and teachers to collaborate in developing K-12 standards-based programs
- Infuse Conservancy scientific research into educational programs and other synergistic activities
- Identify and assist Development with writing grant proposals and reports in support of educational programs
- Embed Speakers Bureau and requests for educational events into the education framework
- Create and conduct participant surveys and other instruments to evaluate impact/outcomes and utilize that data to enhance our educational programs and offerings

Steward and partner collaboration

- Provide oversight across education offerings in all Conservancy programs to review and develop content, work with stewards and partners to document lesson plans and provide training to ensure all educational offerings are consistent, connected and deliver on the Conservancy mission
- Work with stewards as the staff lead in curriculum development, implementation and assessment across all Conservancy educational offerings
- Create pathways for stewards to become involved in education at different levels. Cultivate steward presenters and education leadership
- Collaborate with stewards to document learning objectives, activities/materials, and tie to educational framework. Ensure that new content and ideas are infused into curriculum to raise engagement
- Assist with the development of required training for stewards and partner with them for delivery
- Assist in educational content for the biennial Arid Lands Symposium and other events
- Partner with stewards to maintain an educational infrastructure to support our educational programs

Expand relationships

- Partner with other organizations and actively seek opportunities to enhance our educational offerings and extend our presence and activities into new areas with new organizations

Communications and Marketing

- Ensure we regularly include updates on our education direction and program to the public, stewards, Board of Directors, Convention and Visitor's Bureau, and other interested organizations and individuals
- Develop marketable steward model which we could market and sell to other similar organizations

Other duties as assigned

CANDIDATE QUALIFICATIONS

- Bachelor's degree in educational field.
- 2 or more years of experience in education.
- Curriculum development experience
- OR equivalent combination of education and experience in related/applicable areas.
- Ability to plan, schedule, provide structure, set expectations, and follow-up on results
- Must have exceptional attention to detail, able to multitask, be organized, fast, efficient, skilled at prioritizing and meeting deadlines and excel in a fast-paced environment with the ability to keep a positive outlook under pressure.
- Ability to interact well with a wide variety of people, including volunteers, teachers, students
- Advanced computer skills including Microsoft Office Suite.
- Excellent writing and public speaking skills
- Ability to take initiative and work independently; knowing when to seek assistance
- Must be able to pass a standard background check
- A valid driver's license and access to reliable transportation
- Ability to lift up to 30 pounds on a regular basis

Preferred skills and experience

- Classroom experience
- Combined education and science experience

Like all of our staff members, this role is expected to contribute to a culture based upon respect, teamwork and collaboration. Adaptability, creativity, and a passion for the environment and the Conservancy are a must.

Working Conditions

Work is performed in an office setting as well as outdoors. Some local travel to meetings is required.

INSTRUCTIONS – HOW TO APPLY

A complete application contains the following items:

- A cover letter, not to exceed one page.
- A comprehensive resume or curriculum vitae.

Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx), and saved with a file name in the following format:

LastnameEMApplication.pdf or LastnameEMApplication.doc or LastnameEMApplication.docx

Complete applications should be attached to an email message and sent to jobs@mcdowellsonoran.org. Applications will not be accepted through any other means.

Application Submission Deadline: Open Until Filled

The McDowell Sonoran Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The McDowell Sonoran Conservancy complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.