

**JOB TITLE:** Education Coordinator

**DATE WRITTEN:** August 2023

**FUNCTIONAL AREA:** Science & Education

**DATE APPROVED:** August 2023

**REPORTS TO:** Education Manager

**PREPARED BY:** Director of Science & Education

**GRADE:** Full Time – Exempt

**SALARY:** DOE

## JOB SUMMARY

Coordinate and support education programs at the McDowell Sonoran Conservancy to advance our mission and engage the community in our work. The focus for this role will primarily be K-12 STEAM education but they will also support all aspects of education encompassing youth, stewards (volunteers), adult and multi-generational.

## MAJOR JOB FUNCTIONS

- Support the Education Manager in the development and implementation of youth curriculum
- Support the Education Manager with youth education events such as Expedition Days STEAM festival and Children’s Learning and Play festival.
- Deliver K-12 programs alongside other staff and stewards
- Work with Education Manager to train and support stewards to deliver in-class education programs and field trips
- Facilitate education programs in collaboration with staff and stewards such as workshops, lectures, field trips, and online learning
- Report and track data including waivers, engagement, surveys, attendance, and feedback
- Coordinate logistics for education programs, including:
  - Supporting stewards with recruiting and training
  - Maintaining online offerings
  - Preparing and tracking supplies / giveaways
  - Maintaining education calendars
  - Work with stewards to post opportunities on steward management system
  - Coordinating transportation
- Work with steward project leads to ensure volunteers are prepared for program delivery
- Work with stewards and staff to develop professional-level presentations and interactive educational exhibits and / or activities
- Collaborate with external partners to maintain and strengthen organizational relationships
- Participate in evaluations of education programs and support data-driven recommendations for improvements and enhancements
- Support the Education Manager with the development of professional development workshops for teachers
- Lead steward orientations and trainings
- Contribute to marketing and communications about educational programs and highlights
- Update lesson plans and evaluate standards
- Develop and provide resources for teachers including booking and confirmations
- Other duties as assigned

## MINIMUM QUALIFICATIONS

- A minimum of 2 years' experience teaching K-12 students in a formal or informal setting
- Experience working closely with volunteers
- Familiarity with Arizona State standards across the STEAM subject areas
- Must be able to multitask, be organized, fast, efficient, skilled at prioritizing and meeting deadlines and excel in a fast-paced environment
- Ability to keep a positive outlook under pressure
- Ability to interact well with a wide variety of people, including partners, students, volunteers, staff, board, and donors
- Advanced computer skills including Microsoft Office Suite
- Excellent writing skills
- Must be able to pass a standard background check
- A valid driver's license and access to reliable transportation
- Ability to work off-hours with occasional evenings, weekends, and/or holidays as needed

### Preferred skills and experience

- Experience working for or volunteering with non-profit organizations
- Familiarity with natural sciences and the Sonoran Desert ecology
- Understanding of interpretive principals and techniques
- Bilingual (Spanish) a plus

### Working Conditions and Culture

Work is performed in an office setting as well as classrooms and outdoors. Local travel is required. Dependable transportation is required for work travel to schools, the Preserve and partner meetings. The Conservancy reimburses mileage according to Federal travel rates.

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.

### Benefits

- 60% Employer paid Medical insurance
- 100% paid Vision, Life, AD&D, STD, LTD
- 403(b) Retirement with 50% match up to 4% of base salary
- 10 days for Sick leave
- 12 days of Vacation leave
- 13 paid Holidays
- Flexible work schedule including 9/80 work schedule after 90 days
- Work from home opportunities
- Professional development opportunities
- Quarterly staff retreats

### To Apply:

Mail or email your resume and completed application (found on our website) to

## MCDOWELL SONORAN CONSERVANCY

Attn: Human Resources



stewardship. education. science.

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[info@mcdowellsonoran.org](mailto:info@mcdowellsonoran.org)

*McDowell Sonoran Conservancy is an EEOC, Employment-At-Will employer along with a Drug-Free and Commercial Smoke-Free work environment. All employment is based upon appropriate clearances.*