

Seasonal Flint River Watershed Coalition Education Coordinator

General Statement of Duties:

Performs professional work in watershed education, including developing and leading educational programs, recruiting, training, and supporting educators, performing a variety of basic office tasks and performs related duties as required. This position works under the supervision of the Park Program Manager.

Statement of Tasks:

Recruit, train, support, and retain formal and informal educators to connect classroom learning to real-world problems around environmental issues.

Effectively communicate with diverse community partners, educators, students, school administrators, and other stakeholders

Coordinate and collaborate to develop and implement programs

Coordinate professional development opportunities for teachers, mentors, and youth

Organize and administer programming, including budgeting and reporting, as needed

Order, store, track, and distribute program materials and inventory including equipment supplies

Plan and implement the annual Student Summit

Coordinate the Flint River GREEN youth stream monitoring program, including in-school, out-of-school, and youth action projects.

Facilitate sample and data collection, management, and reporting

Organize the Storm Drain Stenciling program

Participate in community outreach by presenting at and/or attending community events

The tasks specified are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

Required Knowledge, Skills, and Abilities:

Excellent organizational skills, attention to detail, and commitment to follow through

Strong communication skills: written, verbal, facilitation, and public speaking

Ability to plan and design effective strategy that leads to program and participant success

Ability to comfortably use standard office equipment, technology, and software

Ability to work independently, identify and prioritize tasks, and utilize sound judgment

Experience working with grants, including program planning, satisfying grant requirements, data and documentation collections, and completing grant reporting

Demonstrated knowledge of school systems and youth education best practices acquired via experiential learning and/or formal education

Relevant interest in areas such as environmental quality, water quality, and watersheds

Participatory and respectful engagement with community stakeholders, board, and co-workers

Minimum Qualifications:

Bachelor's degree in education or an environmental field -AND- minimum two years' experience as an educator -AND- valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

Special Requirements:

Experience in navigating school systems, program development, outreach, and community collaboration

Knowledge and experience in place-based education principles, Next Generation Science Standards, and the National Curriculum Standards for Social Studies

Familiarity with the Flint River and its watershed

Experience as a volunteer and/or managing volunteers

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

Broad connections with the formal and informal education community

Ability to develop content/curriculum for teacher education

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)