



Job Opportunity

Title:	Education Manager
Organization, Location:	McDowell Sonoran Conservancy; Scottsdale, Arizona
Position Type:	Full-Time; Exempt
Reports To:	Executive Director
Salary Range:	Salary will be commensurate with experience, plus competitive benefits package
Application Submission Deadline:	Open Until Filled

POSITION SUMMARY

The objective of the Conservancy education programs is to raise awareness and instill an appreciation of the Sonoran Desert, share the excitement of learning, enhance STEM education, and share knowledge gained through the Conservancy's Parsons Field Institute. This will be accomplished by developing and implementing a consolidated educational system in which all the topics, target audiences, channels, and venues are designed and integrated to achieve desired outcomes. This includes a planned curriculum, consistent and coordinated offerings, expanded delivery methods/audiences/locations, coordinated marketing, and the development of an educational infrastructure to support these efforts.

The Education Manager will develop, coordinate, and promote education across the Conservancy, including developing and executing an overarching strategy for educational programs for youth, adults, and volunteers that serves target audiences and in a mission-driven approach. This person will work across Conservancy programs to recruit and train volunteers to develop curriculum and deliver high quality outdoor environmental education programs and events for youth and adults.

RESPONSIBILITIES INCLUDE

Education Oversight and Curriculum Development

- Develop an overarching education program that is vibrant, dynamic, and interactive to engage youth, including Title 1 students, plus adults and volunteers.
- Provide oversight across education offerings in all Conservancy programs to review and develop curriculum, work with volunteers to document lesson plans, and provide volunteer training as well as ensure all educational offerings are consistent and connected to each other, to core themes, and to the Conservancy mission.
- Meet regularly with staff and volunteer leadership to discuss ways to infuse Conservancy long-term monitoring and research project information into education program content and other synergistic activities.
- Identify and assist with writing grant proposals in support of educational programs with support from Development staff.

Identify Opportunities and Assess Outcomes

- Assist with market research to identify high-priority educational markets for the Conservancy including topics and offerings that would generate the most participation and support.
- With volunteers, develop and conduct participant surveys and other instruments to evaluate impact/outcomes and improve the overall quality of programs and offerings.

Volunteer Management

- Work with volunteers as the staff lead in curriculum development, implementation and assessment across all conservancy programs.
- Attend education program offerings regularly to support volunteers and for quality assurance purposes.



Infrastructure Development

- Recruit and train new and existing volunteers to develop, present, and support educational offerings and cultivate volunteer leadership.
- In coordination with volunteers, document learning objectives, activities/materials, and ties to educational standards and classroom learning. Ensure that new content and ideas are infused into curriculum to keep local visitors engaged over time.

Relationship Building

- Recruit schools to participate in Conservancy programs and coordinate with school teachers for scheduling and other logistics for all school programs.
- Partner with other organizations and actively seek opportunities to enhance our educational offerings, support our educational initiatives, and extend our presence and activities into new areas with new organizations.

Communications and Marketing

- Work with Marketing and Development staff to promote all education programs.
- Draft periodic updates on education program to promote the Conservancy to the public, volunteers, Board of Directors, Convention and Visitor's Bureau, and other interested organizations and individuals.
- Maintain regular communications with volunteers and supporters through the website, quarterly magazine, and other media.
- Assist with outreach efforts about the Conservancy and its education programs by giving public talks to a variety of audiences and participating in tabling events.

Events

- Plan and implement education events, including logistics, scheduling, outreach, registration, content, giveaways; recruiting, training, and supervising volunteers; coordination with sponsors and external partners; marketing, and surveys.
- Assist in organizing and promoting the biennial Arid Lands Symposium.
- Develop and implement new youth education events, as appropriate.

Anticipated Support Duties

- Assist Executive Director in strategic planning for education programs.
- Other duties, as assigned

CANDIDATE QUALIFICATIONS

Essential Qualifications

- B.S. or M.S. degree in environmental education or related field
- Four or more years of experience in environmental education and/or K–12 STEM education, including curriculum development/programming
- Experience with developing programs for multiple age groups and delivery channels
- Expertise in assessing educational outcomes to measure, evaluate, and enhance the success of programs
- Experience developing and implementing successful integrated indoor/classroom/outdoor educational systems
- Strong leadership skills will be needed to bring together diverse programming with a unified vision and mission
- Ability to interact well with a wide variety of people, including children, volunteers, teachers, and the general public
- Ability to create and maintain strong working relationships with a variety of team members, board members, and volunteers; excellent interpersonal skills
- Advanced computer skills including Microsoft Office Suite
- Excellent oral and written communication
- Capability to multitask in a fast-paced environment with the ability to keep a positive outlook under pressure



- Must be organized, efficient, and particularly skilled at prioritizing and meeting deadlines
- 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 Qualifications

- Experience with building partnerships with other organizations
- Experience with securing grant funding to support education programs
- Experience communicating scientific ideas to the public
- Experience in event planning

Working Conditions

Work is performed in an office setting as well as outdoors in McDowell Sonoran Preserve and other regional natural open spaces. Some local travel to meetings is required.

Like all of our staff members, the Education Manager 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.

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.