ENVIRONMENTAL EDUCATION PROGRAM MANAGER
JOB DESCRIPTION

TITLE: Environmental Education Program Manager

STATUS: Full time, 40 hours per week permanent, exempt

SALARY: The salary range is $17.01 to $29.60 per hour ($23.31 mid-point) for an annual salary of $35,381 to $61,568 ($48,485 mid-point) and is dependent upon experience at time of hire. Additional compensation includes sick and vacation leave; recognized federal holidays; medical, dental, and life insurance; and disability benefits. Pay increase during employment is also dependent upon availability of funding.

REPORTS TO: The District Director as the direct supervisor who is responsible for providing administrative and operational oversight and direction to the employee, including but not limited to, approving annual work plan, training plan, performance reviews and annual evaluation, and taking other appropriate personnel action(s) as necessary.

SUPERVISORY RESPONSIBILITIES: Supervises one full-time Education Assistant and guides training of volunteers in the implementation of environmental education (hereafter EE) activities as approved in the annual program of work, or as assigned by the District Director. May on occasion act for the District Director, including supervision of other VSWCD staff, if outlined in a letter of delegation of authority.

GENERAL JOB DESCRIPTION: Serves as the program manager for environmental education activities and projects, working with a variety of EE community organizations to bring best management practices to VSWCD. Create EE opportunities for personal connections with the natural world, increasing knowledge and appreciation for the myriad ecosystems found outdoors within VSWCD's jurisdictional boundaries.

MAJOR DUTIES: The primary responsibilities of this position are illustrated by performance of a combination of the following:

- Lead and improve the District's EE program, including the management of projects and activities within District area schools (public, private, and home schools).
- Supervise and oversee the work of the Education Assistant(s) and future EE Intern(s).
- Ensure EE program goals are established and reported on annually.
- Organize and establish effective events and outreach for the District that engage with

partner organizations and community members regularly.

- Create and plan teacher and student opportunities to connect with EE resources through workshops, events, and other means.
- Identify funding and resources needed for EE programs and projects in fulfilling the direction of the VSWCD Board of Supervisors.
- Develop and manage conservation programs in conjunction with various cooperative organizations, such as the Friends of Whitfield Wildlife Conservation Area, other nature centers, and New Mexico State University Cooperative Extension Agency.
- Work with volunteer educators, teachers, students, and staff at other environmental education organizations.
- Organize and establish regular meetings with designated groups to foster positive relationships and promote EE program success, including and beyond academic organizations.
- Provide information, guidance ,and technical support to VSWCD staff, management, and Board of Supervisors, program participants, partners, and the public.
- Participate in science and education STEM/STEAM organizations locally, statewide, and nationally, as appropriate.
- Identify funding opportunities; prepare grant proposals and applications, requests for proposals (RFPs), and other funding related requests for the EE program; and submit in a timely fashion all funding requests for final review by the District Director and Board Vice Chair.
- Develop training & educational material, brochures, and related outreach and informational materials for varied audiences, including on approved social media platforms.
- Plan and organize the District's Master Naturalist Program.
- Communicate with and invoice fiscal agents and funders.

HIGHLY PREFERRED KNOWLEDGE AND SKILLS:

- Leadership and managerial skills and abilities compatible with a team environment.
- Must be a self-starter and resourceful in planning, implementing, and managing EE programs, projects, and activities, including fiscal responsibilities and accountability.
- Ability to perform effective outreach and foster strong community support.
- Excellent written and oral communications, interpersonal skills, and networking—Spanish language a plus.
- College degree and three years or more of experience in teaching environmental science education at the K-12 levels, or equivalent.
- Strong experience in lesson planning and curriculum development.
- Experience in grant writing.
- Knowledge in field data collection and analysis, and ability to design post-program surveys.
- Proficient with Windows primarily, Apple platforms helpful, and office management software including Excel, MSWord, Adobe Acrobat, and Microsoft Teams or Zoom. Experience with social media platforms such as Facebook, etc. is desirable.

GUIDELINES: Responsibilities are broadly defined by the NM Soil and Water Conservation District Act, and the VSWCD mission and vision. For more information, see **www.valenciaSWCD.org**. All applicable New Mexico State compliance, rules, and regulations, as well as applicable local, federal mandates, rules, regulations, and fiscal requirements apply.

COMPLEXITY: Employee must be able to maintain current EE program and should exercise personal initiative in identifying opportunities for further development of the VSWCD EE program, including project proposals in support of the District's mission and area natural resource concerns. Employee must assess and obtain required cooperator and partnership support for special projects and programs; identify and address improvement in operational capacity and effective use of resources in carrying out the VSWCD mission and vision. Individual is also responsible for seeking grant funding and possibly developing sources of revenue in support of the position and the VSWCD EE programs.

SCOPE AND EFFECT: Employee acts to effectively implement directives of the VSWCD Board, overseeing environmental education program operations, and representing the interests of the Board in fulfilling its mission and mandate with proper fiscal and ethical conduct as a local governmental body of the State of New Mexico.

PERSONAL CONTACTS: Contacts are with the VSWCD Board of Supervisors, District staff, associate professionals and technicians for special projects and programs; personnel from local schools, other environmental educational professionals; elected officials and career employees of federal, state, and local agencies; and the public.

PURPOSE OF CONTACTS: Coordination with the VSWCD Board, staff, and cooperator representatives, for effective management of supervisory, administrative, and field and outreach duties; represent the VSWCD's interests with professional contacts; and serve as a liaison communicating the resource concerns and other related interests of the public and landowners to the Board.

EDUCATIONAL REQUIREMENTS: For full performance, a bachelor's degree and three (3) years program administration or project management in environmental education, or related field is required, with experience in inquiry-based hands-on science being preferred. Minimum qualifications would be a bachelor's degree in professional study as noted above, and two (2) years directly related work experience.

PHYSICAL DEMANDS: Ability to lift 50 lbs. in the process of setting up equipment,tables, chairs for meetings and events, transporting a display board for offsite presentations, and moving supplies or files in and out of storage,

WORK ENVIRONMENT: The work is performed primarily in an office setting with regular work in the field in outdoor natural environments or agricultural properties, and in schools. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered when working outdoors. The incumbent is expected to conduct duties in a safe and orderly manner and be prepared for field work by wearing appropriate attire, so as not to endanger self, associates, or property with which the employee is entrusted.

CONDITIONS OF EMPLOYMENT: Employee must possess a valid NM driver's license. It is VSWCD policy to conduct pre-employment drug and background screening for purposes of ensuring the safety and welfare of the public while employed. Drug screening maybe randomly repeated.