



Highlands Center for Natural History

Job Description

JOB TITLE: Education Coordinator
Location: Highlands Center for Natural History (HCNH)
Reports To: Education Director
Salary: \$28,000- \$31,000 range plus limited benefits
FLSA Status: Exempt – Full Time salary (40 hours week)

RESPONSIBILITIES:

Under the direction of the Education Director, the **Education Coordinator** focuses on the development, planning and leadership of school field trips, youth, family and adult programs. The position interacts with all aspects of the Highlands Center—Executive Director, staff, board, members, committees, volunteers, and community organizations. It is critical that the successful candidate fully embraces and respects the mission and teaching philosophy of the Highlands Center for Natural History (HCNH). The position will work regularly on weekends doing program leadership.

The responsibilities of the Education Coordinator are as follows:

1. Program Development and Leadership

- Work with the Education Director to develop and expand programming offerings for family and youth and adult audiences
- Develop and lead Highlands Nature Camps
- Assist the Education Director during training and nurturing of program volunteers including Docents, Discovery Garden Guides, and Naturalists
- Work with Education staff team to oversee coordination of Docents and School Field Trips
- Develop and lead programs both on the HCNH site, within the Discovery Gardens, and at selected off-site locations
- Develop, lead, and/or support seasonal family oriented programs
- Occasionally assist the Schoolyard Habitat Coordinator with instruction at designated Schoolyard Habitat Schools
- Work with the Education Director and HCNH Program Committee to evaluate and develop new program offerings
- Help prepare quarterly program publications and contribute to newsletters
- Give presentations at various community groups to promote HCNH
- Give building and site tours as needed
- Assist the Education Director with the management of the Grow Native! Plant Sale

2. Program Administration

- Manage and process program registrations
- Write press releases and assist with other strategies for program promotion
- Assist with staffing informational and activity booths at various community events
- Assist with the management of the HCNH web site keeping it fresh and up to date
- Assist with the development and creation of program related grant proposals

3. Other Duties

- Participate in staff meetings
- Assist with other community, fundraising, and special events
- Perform other tasks as identified by Executive or Education Director

QUALIFICATIONS AND SKILLS

- Minimum BS or BA degree in environmental education, education, environmental studies, natural science or related field
- Knowledge of and /or demonstrated ability to learn the natural history of the Central Arizona Highlands
- At least two years previous experience leading outdoor science education or interpretive programs for children
- High degree of organizational skills
- Strong public speaking and program leadership ability
- Technologically literate with strong computer skills including familiarity with Microsoft Office Suite and other commonly used software including basic web page software
- Must have a demonstrated commitment to the mission of the Highlands Center
- Excellent communication skills, both verbal and written
- Good internet skills, including use of email programs, group messaging and web based software
- Good problem solving and customer service skills
- Skills in establishing priorities and managing workload
- Ability to work in a team environment as well as operate independently
- Ability to multi-task and keep track of multiple projects in the midst of constant interruptions.
- Knowledge of and /or willingness to learn the natural history of the Central Arizona Highlands
- All employees of Highlands Center for Natural History must be fingerprinted for a background check in the state of Arizona
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TO APPLY: Send cover letter, resume and three professional references to:

- Dave Irvine, Executive Director
- Highlands Center for Natural History
- 1375 S. Walker Road
- Prescott, Arizona 86303
- dirvine@highlandscenter.org
- www.highlandscenter.org