

Job Title:Director of Education

Supervisor:Executive Director

Date**:** August 10, 2020

Available**:** Immediately until filled

**About the Environmental Resource Center:** The mission of the ERC is to provide education and inspire action to cultivate a healthy environment in Idaho’s Wood River Valley.

The Environmental Resource Center (ERC) was founded in 1993 by a group of volunteer environmentalists dedicated to the health and vitality of Blaine County.

Today, we are a small – but mighty – nonprofit working to tackle large issues on a local scale. Our environmental education programs reach people of all ages and provide individuals with opportunities to gain the knowledge, tools, and confidence needed to become stewards and leaders. Our community initiatives work to reduce waste and toxins, which ensure healthy soils and water, while galvanizing the community to protect our natural resources.

**About the Position:**

The Director of Education, working closely with the Executive Director, is responsible for identifying, organizing, implementing and evaluating the ERC’s diverse environmental education programming, with a particular emphasis on youth education. The Director of Education is responsible for working with the Executive Director and the Board in setting annual programmatic goals that further the ERC’s mission. The Director of Education is also responsible for working with the Executive Director in establishing individual program budgets and coordinating with the Executive Director on fundraising to determine funding support for the program set (i.e., sponsorship, general funds, grants, etc.).

The Director of Education is a full-time exempt position, is supervised by the Executive Director and supervises other staff and program volunteers. The position includes paid vacation.

**Essential Job Duties:**

* Ensures all programs are appropriate and forward the mission of the ERC.
* Participates in developing program goals that further the ERC’s mission, along with the Executive Director, Board and/or Program Committee.
* Drafts work plans to accomplish these program goals.
  + Develops, coordinates, markets, administers and evaluates youth education programs including in-school programs (Growing Great Minds and Spring Exploration Series); afterschool programs (Science After School); summer programs (EcoCamp); and year-round programs with local partners.
  + Develops, coordinates, markets, administers and evaluates community education programs including workshops, courses and speaking engagements.
* Develops and implements, with the Executive Director and the Programs Coordinator, marketing strategies for the ERC’s programs. This includes assisting the Programs Coordinator and Executive Director with coordinating all communications with the press and public such as social media posts, press releases, program flyers and posters, monthly local dirt e-newsletters, and program updates on the website.
* Manages volunteers, interns and staff to assist, when necessary and appropriate, in program development, implementation and evaluation.
* Works with the Executive Director to identify funding opportunities and to ensure the sustainability of all programs.
  + May assist in writing grants, reports, and other fundraising pieces when necessary or warranted.
* Works with the Executive Director and the Board Treasurer to draft program budgets and ensure that the programs meet budgetary expectations.
* Provides regular updates to the Executive Director, Board and staff on program status, development and evaluation.
* Maintains the organization of all program supplies and equipment.
* Comfortable working with the media (i.e. appearing on radio and TV programs) in representing the ERC and its diverse programming.
* Attends and assists with ERC events as a positive representative of the ERC.
* Work in and promote a positive staff culture with a team-player approach.
* Assists other staff as needed and to perform general office duties such as greeting visitors, answering the phone and cleaning the office.
* Performs other program-related duties as assigned by the Executive Director.

**Requirements**

* Bachelor’s, or equivalent experience, preferably in education or an environmental-related field.
* Minimum of two years experience teaching adults and youth both in the classroom and in the field.
* Strong organizational, time management and project management skills with the ability to work independently as well as part of a team.
* Ability to work under pressure and manage multiple projects/deadlines efficiently.
* Ability to actively problem-solve using sound judgement and critical thinking.
* Ability to work in a dynamic, team-oriented work environment that, at times, demands flexibility.
* Demonstrated interest and creativity in marketing and community outreach.
* Experience leading and managing volunteers and program staff.
* Ability to deal effectively and personably with a variety of people, including members, directors, staff and the general public.
* Ability to use current computer technologies to organize, plan, market and implement programs.
* Willingness to travel, work some weekends and odd hours to fulfill job requirements, particularly during high season.
* Must be able to work and teach for multiple hours at a time, lead groups in outdoor settings and work in inclement weather.

The Environmental Resource Center is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

To Apply:

Please send a cover letter and resume to:

Lindsay Mollineaux

ERC Executive Director

[lindsay@ercsv.org](mailto:lindsay@ercsv.org)