

Education Coordinator



Position Summary:

In this position, you will be instrumental in furthering our mission by leading education programs, supporting the Education Manager, and contributing to outreach efforts. This role demands a deep commitment to teaching kids about wildlife conservation using art, exceptional organizational abilities, and effective communication skills to engage diverse audiences, including youth, educators, and community stakeholders.

Please note: This is a full-time hybrid position. The Education Coordinator will teach in-class programs, attend events, and work remotely from home. Classes and events are mostly in Polk County, with some in Henderson County.

Responsibilities:

Deliver Engaging Educational Programs:

- Conduct Wild for Art classes across various settings, including after-school programs, in-class sessions, summer programs, library sessions, and homeschool groups.
- Cultivate a positive and inclusive learning environment that fosters curiosity, exploration, and creative expression among participants.

Collaborate on Curriculum Development:

- Work closely with the Education Manager to create educational resources, lesson plans, and curriculum materials that align with state standards.
- Develop wildlife art activities for kids and families along with other educational material for online portal.
- Contribute innovative ideas to enhance learning experiences and engage students in wildlife conservation.

Community Outreach:

- Support and participate in community outreach activities, including events, social media posts, and other activities as needed.
- Engage with local communities to increase awareness of Champions for Wildlife programs and initiatives.

Data Management:

- Maintain accurate records of program participation, evaluations, and other pertinent data to assess effectiveness and inform future planning.
- Assist in analyzing data to evaluate impact of educational programs and outreach efforts.

Stakeholder Engagement:

- Represent Champions for Wildlife at community events, conferences, and meetings to promote our mission and build relationships with stakeholders.
- Collaborate with partners and stakeholders to identify opportunities for collaboration and support.

Volunteer Coordination:

- Manage volunteer schedules, assignments, and communications to ensure seamless program coordination.
- Collaborate with staff to integrate volunteers into program activities and provide necessary support.
- Collaborate with Communications Manager on integrating new volunteers into our programming

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Preferred two years of teaching or public presenting experience.
- Current residency in Polk or Henderson County, or within a 20-minute drive.
- Experience in environmental education, preferably K-8.
- Background check required.
- Passion for kids, wildlife conservation, and creative teaching.
- Ability to establish and maintain effective working relationships with various stakeholders.
- Proficiency in Google Workspace, including Gmail, Google Sheets, Docs, and Drive. Experience using Monday.com a plus.
- Knowledge of North Carolina Standard Course of Study, with experience in Science and Environmental Education preferred.
- Flexibility for occasional travel within Western NC and surrounding states.
- Valid driver's license and access to transportation.
- Flexibility to work occasional evenings and weekends for events and outreach activities.
- Demonstrated ability to thrive in an environment that values free-thinking and creativity over strict structure, with a willingness to adapt and contribute ideas in a dynamic, non-traditional setting.
- Bilingual is a plus.

BENEFITS:

Full-time with flex time off
Remote work part of the time
Professional Development

Please note that, as a small nonprofit, we do not offer medical or retirement benefits.

APPLICATION INSTRUCTIONS:

To apply, please submit the following to Tashi Brewster at tashi@championsforwildlife.org: resume, cover letter, and portfolio or sample lesson plan demonstrating your experience and qualifications for the role.

Learn more about Champions for Wildlife and the mission to get kids excited about wildlife through art and education at www.championsforwildlife.org. Champions for Wildlife is an equal opportunity employer fostering diversity. All backgrounds are encouraged to apply.