



## Job Announcement

### Community Education Program Manager

**Position:** Community Education Program Manager

**Location:** Laguna de Santa Rosa Foundation, Santa Rosa, CA

**Classification:** Non-exempt, hourly.

**Hours:** Full-time (40 hours per week). Evenings and weekends required.

**Wage Scale:** \$21.00 – \$23.00 per hour

**Benefit Package:** The Laguna Foundation provides a competitive benefits package that includes employer sponsored health, dental and vision care; paid vacation and sick time, paid holidays, and optional participation in a 403(b) retirement plan.

Founded in 1989, the Laguna Foundation is a place-based organization focused on the Laguna de Santa Rosa and the surrounding wetland communities. We are a 501(c)3 non-profit with the mission to restore and conserve the Laguna de Santa Rosa, and to inspire public appreciation of this Wetland of International Importance.

The Community Education Manager is responsible for creating and implementing a wide variety of opportunities that facilitate community learning and engagement with the Laguna de Santa Rosa and the work of the Laguna Foundation. This includes developing and managing a year-round schedule of classes, workshops, informational talks and experiential walks that inspire appreciation for the Laguna and its ecosystems. Additionally, the Community Education Program Manager contributes to the Foundation's communications of all its mission-driven work.

#### **Key Accountabilities:**

##### **1. Community Education Development & Instruction ~45%**

Develop and manage an on-going series of education classes, workshops, outings & events (approximately 4-5/month) for diverse audiences that utilize the Laguna Environmental Center (LEC) and various field locations throughout the Laguna watershed.

- Schedule and contract with experts in the arts, natural and cultural history
- Participate in programs and oversee delivery of events as they occur
- Develop and teach environmental education outings throughout the year
- Regularly offer programs in partnership with regional agency and non-profit organizations.
- Utilize existing citizen science projects and developing new projects based on recognized best practices that engage community members at the LEC and where they live in environmental stewardship, public understanding of science, and that contribute to scientific knowledge of important environmental and Laguna-specific issues.
- Provide Laguna focused presentations to community groups.
- Lead activities and participate in developing engaging summer camp experiences at Camp Tule and future summer camp endeavors.
- Participate in the future development of education programs.
- Work collaboratively with Laguna Foundation staff and volunteers to ensure the success of each event.

## **2. Community Education Program Management: ~40%**

- Ensure that classes run smoothly and professionally by: providing clear, thorough and timely event information to participants; maintaining clear, thorough and timely correspondence with event instructors, partners, and volunteers; implementing the class plans and have contingency plans
- Ensure that programs are financially viable by selecting classes that will have broad appeal, negotiating reasonable honorariums with instructors, keeping supply and materials cost efficient, and by utilizing volunteer instructors wherever possible. Collect and report on event participation, revenue and expenses.
- Contribute to the public's enjoyment of education events by helping recruit, train and supervise event volunteers, especially Laguna Guides and Greeters.
- Drive class attendance by marketing the classes utilizing a variety of low cost tools, including but not limited to: Laguna Foundation website and e-news event specific emails, press releases, on-line calendars and social media sites, promoting them to staff and Board, volunteers and other constituents, etc. Work with the Outreach Coordinator to recruit and supervise marketing volunteers.

## **3. Organizational Development & Support:~15%**

- Contribute to the development and implementation of projects in accordance to annual work plans and long-range strategic planning.
- Adhere to programmatic budgets to help ensure an organization-wide balanced budget
- Contribute to social media. Participate on the Communications Committee, and provide assistance with organizational-wide outreach materials as needed.
- Become comfortable and proficient with the organization's A/V equipment and act as staff expert and liaison regarding its use.
- Maintain collegial and collaborative professionalism with Laguna Foundation staff, board of directors, volunteers, partner organizations, and constituents.

### **Required Experience & Qualifications:**

- College degree(s) in Environmental Education or related field.
- Minimum 2 years equivalent work experience as an environmental educator, workshop coordinator or education program manager.
- Must be detail-oriented and well organized.
- Strong written and verbal communication skills.
- Strong ability to professionally address large groups.
- Demonstrated ability to professionally and successfully interact with a wide variety of people including community volunteers, scientists and naturalists, and agency leaders to achieve positive, mutually beneficial outcomes.
- Ability to work independently as well as in a team environment.
- Flexible and adaptive in response to changing situations or needs. Ability to exhibit sound decision making and problem solving skills.
- Ability to manage time and handle multiple tasks and priorities; work well under pressure.

- Experience with audio/visual equipment a plus.
- Proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Experience with Adobe Suite CC applications (InDesign, DreamWeaver, and Photoshop) a plus.
- Ability to perform facility set-ups, clean-up and break-downs. Ability to lift and carry 30 pounds. Ability to sit at a desk and use a phone and computer.
- Basic knowledge of and accountability with money handling.
- Knowledge about the natural and cultural history of Sonoma County.
- A commitment to the Laguna Foundation's mission and operating principals.

### **How to Apply:**

**Application deadline: 5:00 PM, December 17, 2018.** Interviews will begin in early January. We will acknowledge receipt of your application. If we would like to speak with you further, we will contact you by email. We apologize that we are unable to communicate personally with each applicant as to why they are not chosen for an interview. Please, no phone calls.

Interested applicants should submit a résumé and cover letter outlining your experience, why the position is of interest to you, and what you would bring to the position. Please also include a minimum of three professional references with the reference's name, email address, and daytime contact information.

Email your application to [jobs@lagunafoundation.org](mailto:jobs@lagunafoundation.org) with "Community Education Program Manager Application" in the subject line.

Please do not submit a photo.

*The Laguna de Santa Rosa Foundation is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital & veteran status or any other status protected by laws or regulations.*