



## EDUCATION DIRECTOR JOB DESCRIPTION

**Reports to:** Executive Director

**Summary:** Full-time position responsible for developing and providing educational resources, lessons, standards-based curriculum, and activities for schools, teachers, youth organizations, and homeschool programs and co-ops. The ideal candidate will possess proven leadership, management and collaboration capabilities with the ability to successfully motivate, inspire and engage students and educators through creative programming and resource offerings.

While management, planning and program development are core responsibilities of the position, the Education Director will also spend a significant amount of time leading youth education programs.

### MANAGEMENT

- Manage education personnel and volunteers necessary for the delivery of education programs.
- Oversee the scheduling and coordination of all K-12<sup>th</sup> grade in-person, virtual, and on-the water educational programming throughout the nearly 9,000 square miles St. Johns River Watershed.
- Work with Communications Specialist to maintain education pages on the website and ensure effective communications with teachers, St. Johns Riverkeeper members, and the public.
- Assist Development Director with management of grants and contracts for fee-for-service education programs.
- Develop annual budget and work plan and periodically review and update, as needed.

### PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Routinely evaluate, update and enhance educational resources and programs to ensure effectiveness and alignment with strategic goals and priorities of the organization.
- Develop and implement new education initiatives to address the current advocacy priorities of St. Johns Riverkeeper and meet the needs of teachers, students, and local communities.
- Foster and manage strategic partnerships with school districts and other organizations to deliver high quality programming and resources.
- Provide professional development training and technical expertise for educators.
- Assist with office/administrative tasks, events and other duties, as needed.

### DESIRED SKILLS, QUALIFICATIONS & CHARACTERISTICS:

- ✓ Commitment to the St Johns River, St Johns Riverkeeper, its mission and goals.
- ✓ Effective management skills, leadership qualities and experience working with volunteers.
- ✓ Outstanding interpersonal and oral communication skills and experience providing educational programming to diverse audiences.
- ✓ Scientific training and knowledge necessary for the provision of standards-based programming.
- ✓ Excellent writing skills, including experience in curriculum and program development. Grant writing experience is a plus.
- ✓ Demonstrated strategic and creative approach to problem-solving and the development and delivery of educational programs, activities, and resources.
- ✓ Ability to effectively manage multiple tasks and meet deadlines, work independently and maintain flexible hours (including some weekends).
- ✓ Proven strategic planning skills with ability to develop effective goals, strategies, and metrics.

**Salary: \$45-52K, Commensurate with experience, benefits provided**

If you are interested in applying for this position, **submit your resume with a letter of interest** to Jimmy Orth, Executive Director, at [jimmy@stjohnsriverkeeper.org](mailto:jimmy@stjohnsriverkeeper.org) before **Friday, September 8, 2023**. Resumes will be reviewed on an ongoing basis.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

**St. Johns RIVERKEEPER, Inc.** is a non-profit organization that serves as an advocate for the St. Johns River, its watershed, and the citizens to whom this tremendous resource belongs. Our mission is to defend the St. Johns River and advocate for its protection.

St. Johns RIVERKEEPER  
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