



Job Description Education Manager

Compensation: \$22-\$25/hour starting, DOE

Hours worked: 30-35 per week

Supervisor: Executive Director

FLSA Status: Non-exempt

Benefits: Medical, vision, and dental insurance; SIMPLE IRA matching retirement plan; paid holidays; flexible work schedule; paid sick leave; two weeks paid vacation in the first year with vacation leave accrual increasing in subsequent years.

Summary: Friends of the Dunes is seeking an organized, experienced, creative, and team-oriented Education Manager to plan and implement engaging educational programs.

Friends of the Dunes is dedicated to conserving the natural diversity of coastal environments through community-supported education and stewardship programs. Friends of the Dunes was started as a volunteer branch of The Nature Conservancy in 1982 and became incorporated as a 501(c)3 nonprofit organization in 1996. For over 40 years, our volunteer-led education programs and restoration efforts have been connecting people with coastal dune ecosystems and inspiring stewardship of these diverse habitats.

The Education Manager plays a key role on Friends of the Dunes' small team, collaborating closely with other program staff to provide high-quality educational programming that inspires people to connect with and protect Humboldt's coastal environments. The Education Manager is responsible for implementing a variety of educational programs including but not limited to the Bay to Dunes field trip program and Kids Ocean Day event for K-12 schools, family-oriented nature events open to the general public such as the Spooky Dunes Tour, monthly guided walks, and special topic workshops. Additionally, the Education Manager will be expected to assist with grant management including tracking grant budgets and timelines, writing grant reports, and completing grant applications with the support of the Executive Director and Development Director. The Education Manager reports to the Executive Director, supervises education program interns and volunteers, and works collaboratively with other Friends of the Dunes team members.

Essential Functions and Responsibilities include the following. Other duties may be assigned.

- Coordination of fall and spring school field trip programs including Bay to Dunes (grades K-5) and Coastal Stewards (grades 6-12)
- Coordination of the annual Kids Ocean Day event with 500-800 students attending, in collaboration with our partners at the Bureau of Land Management and California Coastal Commission
- Conduct pre-field trip classroom presentations or supervise an intern to do so
- Development, coordination, and teaching of Summer Camp programs
- Recruit, train, and supervise environmental education volunteers and interns
- Implement program evaluation protocol to determine program success
- Planning and implementing fun and creative Family Nature Connection events such as Spooky Dunes Tour and Spring Equinox Celebration
- Collaborate with the Outreach Manager to coordinate guided walks, workshops, and community education programs
- Assist with grant writing, grant management, and grant reporting



Job Description Education Manager

Competencies:

- Believes in and represents Friends of the Dunes' mission of conserving the natural diversity of coastal environments through community-supported education and stewardship programs
- Excels in both a highly collaborative team setting and works effectively on an independent basis
- Organized and able to manage multiple, sometimes overlapping projects and deadlines
- Meets deadlines and completes all work on time
- Anticipates and resolves problems
- Gives and welcomes feedback
- Willing to take on challenges and learn new skills
- Detail-oriented
- Demonstrates a positive attitude within the organization and while representing it to the community, including partners and volunteers.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Required:

- A combination of education and experience that demonstrates the ability to manage educational programs with a non-profit organization successfully
- Computer proficiency including Microsoft Office (Excel and Word) and Google Suite programs (Google Drive, Docs, Sheets, etc.).
- Have experience working with elementary school students
- Have experience leading environmental education programs
- Have some knowledge of, and a strong interest in, local coastal ecology
- Be reliable, dependable, organized, and able to work independently
- Possess excellent interpersonal, written, and verbal communication skills
- Have a reliable vehicle, valid driver's license, and auto insurance
- Be available from 8 a.m. to 2 p.m. on three to four weekdays including Fridays

Preferred:

- A bachelor's degree or higher
- Familiarity with Friends of the Dunes programs
- Volunteer management and recruitment experience
- Curriculum design experience
- Grant writing experience
- Bilingual in Spanish



Job Description Education Manager

Work Environment

Friends of the Dunes has a small staff that is hard-working and passionate about our mission. All programs are supported by dedicated community volunteers who are the heart of the organization. We value collaboration and work very closely with each other, community partners, land management agencies, and local municipalities. The Humboldt Coastal Nature Center is a unique building located in Manila, between the Humboldt Bay and Pacific Ocean. The open office space and structure of the building create acoustics that may not be ideal for all employees. To mitigate, noise canceling headphones are available for staff to reduce noise and distractions.

Schedule

Work schedules are somewhat flexible, with an expectation that a majority of work will take place during business hours, 9 am to 5 pm Monday-Friday. The Education Manager will need to be available to attend committee meetings on weekday evenings (typically between 5-7 pm) and occasional weekend events.

Physical Demand

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable people with disabilities to perform essential functions. The employee must occasionally lift and/or move up to 25 pounds. The employee will be required at times to walk in soft sand while carrying a backpack of educational materials. While performing the duties of this job, the employee is required to sit or stand. Specific vision requirements for this position include close vision for computer work and distance vision for keeping track of participants in outdoor programs.