



3311 Perkins Ave. Suite 100
Cleveland, OH 44114
216.524.6580
cuyahogawcd.org

CUYAHOGA SOIL & WATER CONSERVATION DISTRICT JOB DESCRIPTION (EDUCATION PROGRAM COORDINATOR)

POSITION TITLE: Education Program Coordinator
REPORTS TO: Deputy Director, Education & Watershed Programs
STATUS: Full-time, Permanent, Unclassified, Non-exempt
WORKING HOURS: 40 hours/week; 9:00am-5:30pm, M-F
WORKING LOCATION: Cuyahoga Soil & Water Conservation District- 3311 Perkins Ave., Suite 100, Cleveland, OH 44114 (includes field work throughout Cuyahoga County and limited remote work flexibility)

COMPENSATION: \$25.00 - \$28.00/hr. (\$52,000 - \$58,240 annually) with full benefits (healthcare benefits through Cuyahoga County; annual, sick, and holiday leave; Ohio Public Employees Retirement System)

JOB SUMMARY: The Education Program Coordinator provides leadership and support to develop and implement the District's youth conservation education programs within Cuyahoga County. The Education Program Coordinator is responsible for managing the Public Involvement & Public Education (PIPE) Program in assigned communities and is the primary programmatic contact in those communities. The Education Program Coordinator role also supports advancement of the organization's Environmental Justice goals.

JOB DUTIES & RESPONSIBILITIES:

- Develops, schedules and implements school programs. Seeks opportunities to present information to youth programs, schools, teachers and/or non-traditional educators.
- Reaches out to teachers, curriculum directors or equivalent regarding implementing programs in schools both in person and online.
- Develops and implements out-of-school youth programming for delivery at day camps and similar settings for in-person and/or virtual formats.
- Advances organizations Environmental Justice goals by:
 - Prioritizing programming and partnerships in Cuyahoga County Equity Zones and other historically overburdened and underserved communities.
 - Including Environmental Justice principles in programming, as appropriate.
- Leads or assists with the coordination and implementation of the student symposium and conservation careers expo.
- Leads or assists with outreach and support for Envirothon, Arbor day and similar events.

- Leads or assists with the development and delivery of teacher workshops and/or in-service trainings for educators.
- Leads or assists in providing training to Envirothon teams and their advisors.
- Assists with grant writing to support education projects and programs.
- Responsible for Public Involvement/Public Education Program (PIPE) Implementation in assigned communities, which involves coordinating PIPE program, organizing public involvement and educational events, development of outreach materials, complete annual community reporting.
- Assists other Watershed & Education Program staff with outreach events and community meetings.
- Tracks activities in Fulcrum, Beehive or other appropriate platform for reporting purposes, including grant reporting.
- Compiles programmatic data and reports as requested.
- Assists with and participates in special projects and Cuyahoga SWCD programs.
- Supervises, mentors and supports the hiring of assigned interns. Develops intern work plans.
- All other duties as assigned.

REQUIRED SKILLS & QUALIFICATIONS:

- Education:
 - Bachelor's degree;
 - Major in Science Education, Natural/Environmental Sciences preferred
- Experience:
 - Minimum of 2 years related experience and/or training
 - Teaching and classroom experience preferred
- Specific Skills:
 - Program management
 - Excellent oral and written communication skills
 - Excellent presentation/public speaking skills
 - Attention to detail
 - Passionate educator
 - Proficiency in Microsoft Office Suite
 - Ability to collaborate
 - Ability to work independently
 - Excellent interpersonal skills
 - Creative problem solving
 - Ability to work with diverse stakeholders
 - Organizational skills
 - Time management/efficiency skills
 - Ability to manage workload with flexibility
 - Ability to delegate



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- Goal oriented
- Ability to prioritize
- Specialized Knowledge, Licenses, etc.:
 - Project WET, Project WILD, Project Learning Tree and/or other environmental education certifications (if not certified at time of hire, must obtain within first year of employment)

WORKING CONDITIONS:

- Must be willing to work indoors and outdoors in all seasons, traverse by foot across rough and steep terrain. Capable of doing minor work including tree planting and stream clean-ups.
- Ability to present offsite programs in the region.
- Must be willing to work evenings and weekends.
- Ability to lift objects weighting up to 30 pounds
- Must have valid driver's license with clean driving record, automobile insurance.
- Willingness to drive the district's vehicles during day and evening hours on public and private roads.
- While performing the duties of this job the employee is regularly required to talk, hear and visually assess surroundings.
- Must be willing to work, collaborate with, and provide services to District staff, partners, volunteers, members of the general public and others in a respectful manner regardless of sex, race, gender, sexual orientation, age, religion, or personal/political beliefs. This includes the use of preferred pronouns and names, when expressed.

Cuyahoga SWCD is an Equal Opportunity Employer and Provider.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.