

Education & Community Programs Manager

Salary Range: \$57,500 – \$83,500, Full Time Equivalent

Job Classification: Regular, Exempt

Benefits: Competitive Benefits Package Offered

Hours: 40 Hours Per Week

Supervisor: Executive Director

Supervises: Education and Community Programs Staff

Recruitment statement. *The Estuary Partnership has a well-established education and volunteer program. The education program reaches approximately 5,000 students per year, providing each student with an average of seven hours of instruction. We work with over 150 teachers annually in communities from Astoria to Washougal. Our community volunteer program currently focuses on plantings along riparian corridors. We have an active summer community paddle series for members of the community and we host paddles in multiple communities along the lower Columbia River. We have five professional educators, including a volunteer coordinator, who develop and deliver programs. The Education and Community Programs Manager oversees deliverables for as many as 20 or more grants at a time with an annual budget of approximately \$1,000,000. The person we are recruiting will be able to lead these established and sought-after programs and work with the team to refine programs and develop and implement new opportunities to best serve all community members and keep our programs relevant.*

POSITION OVERVIEW

This manager position works closely with other managers as part of the Management Team to carry out the goals of the Estuary Partnership and the Comprehensive Conservation Management Plan and develop and implement six-year implementation strategies and biennial workplans. Managers require the ability to see the big picture, think strategically, and identify and track details.

This position oversees and manages the Estuary Partnership's education and community programs. Education programs include science lessons, field work, on-river paddling, and teacher professional development programs. Community programs include volunteer plantings and clean-ups, community paddles, and other events.

Employees in this position have regular contact with all Estuary Partnership staff, the Board of Directors, staff from other agencies and organizations, the business community, regional partners, donors and supporters, elected officials and their staff, contractors, the media, technical experts, vendors, teachers, principals, school administrators, students, parents, and community members.

Employees in this position regularly deal with sensitive issues, including donor and financial information, and human resources issues that require confidentiality, tact, and diplomacy.

This position is based in the Estuary Partnership Portland office and is primarily office-based, with occasional field work.

MINIMUM QUALIFICATIONS

- Five years' experience managing and leading science education programs and events for community members.
- Three years managing professional staff and overseeing contractors.

- A Bachelor's degree required with knowledge or background in natural resources or K-12 education.
- Experience managing multiple projects and tracking deliverables and project details.
- Strong communication skills, including demonstrated success with grant writing.

RESPONSIBILITIES

- Provide leadership and manage education and community programs, formulate and recommend goals and objectives for programs, and keep programs current with community and Estuary Partnership needs.
- Supervise, coach, and evaluate staff. Cultivate a team environment, understand roles and responsibilities of members, and provide communication and support to members of the team.
- Advise Executive Director regularly, reviewing, evaluating, and reporting on education and community programs.
- Participate in Management Team and be a liaison between management team and staff.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings.
- Build partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities of the lower Columbia River and give people parity and equal engagement with and in the protection of natural resources.
- Build and maintain a racially, culturally, economically, and gender diverse and inclusive organization and Education and Community Programs.
- Promote a positive work ethic and environment to support Estuary Partnership mission and objectives.
- Understand the purpose, mission, and activities of all Estuary Partnership program areas. Be familiar with the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.

ESSENTIAL DUTIES

- Provide daily supervision for staff. Assign work for each staff, establish performance standards and individual annual workplans, monitor performance and provide regular feedback and interaction, offer coaching, and address performance issues and deficiencies.
- Schedule education programming with staff, schools, and teachers.
- Plan and manage multiple grants with varied requirements. Track expenditures, deliverables, and reporting for all funding sources that support student and community programs. Ensure timely administration of programs and reporting to meet funder requirements.
- Write grant applications or scopes of work to support student and community programs. Assist Executive Director in developing grant budgets and deliverables and seek input from program staff prior to grant submission.
- Communicate regularly with Executive Director and staff on development and delivery of programs.

ADDITIONAL DUTIES

- Track current and emerging education literature and research to keep programming relevant.
- Meet with teachers and science curricula staff to assess program and refine curricula to meet next generation science standards and common core requirements, as well as classroom goals.
- Work with the science team to identify plantings and community activities appropriate at major restoration projects.

- Ensure education and community programs activities take place in both states and include communities of color and low-income communities.
- Communicate regularly with regional education and conservation organizations and foundations, government agencies, community groups, and others involved in related program work to define gaps, partnerships, and areas of focus or activities for the Estuary Partnership.
- Write project summaries or reports, disseminate program/project information, and make presentations on various education and community activities. Complete internal annual program accomplishments reports.
- Identify public and private resources to support project needs and meet program goals. Develop fundable projects scopes and identify project funding needs.
- Collect, assess, and catalog data and feedback on program effectiveness and demographics served.
- Hold regular team meetings to facilitate communication between staff and the management team, and to plan and implement work, communicate project goals and deliverables, problem solve, resolve conflict, and find consensus—and get input from team.
- Periodically assess education and community programs team successes, challenges, and needs. Identify emerging issues, concerns, and trends and provide suggested strategies to continually improve programming.
- Travel throughout the lower Columbia River area to develop programs with occasional after hours and weekend work.

ORGANIZATION STANDARDS OF PERFORMANCE

- Support and carry out the Estuary Partnership ethics. Place the river and public trust at the forefront.
- Adapt and continually improve.
- Exhibit positive attitude and high level of professionalism.
- Provide exceptional service, internally and externally.
- Include diverse populations and underserved communities, including communities of color and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Support Estuary Partnership employees.
- Exercise discretion, discern and maintain confidentiality.