



Education and Community Programs Manager

Salary Range: \$57,500 - \$89,500 Full Time Equivalent

Job Classification: Regular, Exempt

Benefits: Competitive Benefits Package Offered

Minimum Hours: 36 Hours Per Week

Supervisor: Executive Director

Supervises: Education and Community Programs Staff

POSITION SUMMARY

The Education and Community Programs Manager develops, implements, and oversees field and classroom-based environmental education, community paddle programs, and volunteer programs to meet the Lower Columbia Estuary Partnership's purpose, principles, and community engagement, racial equity, and climate resiliency goals. Working closely with the Community Programs Director, this manager position oversees program development, planning, and execution. The Manager will lead a growing Community Programs Team on expanding the quality and reach of programs, fostering innovation, and forming and strengthening authentic partnerships with the communities we wish to serve.

All Estuary Partnership employees build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities and give people parity and equal engagement with and in the protections of natural resources. Employees in this position regularly deal with sensitive issues, including financial information and human resource issues that require confidentiality, tact, and diplomacy.

This position is based in the Estuary Partnership office in Portland, Oregon and is primarily office based with semi-regular field work, including occasional weekend events and meetings. The Estuary Partnership anticipates continuing to provide some limited work from home opportunities to staff.

REQUIRED EXPERIENCE AND KNOWLEDGE:

- Five years' experience leading and managing science education programs and/or community watershed related programs. A degree or course work in education, natural resources, a related field, or program administration can be included as experience.
- Five years' experience leading and managing a team of professional staff.
- Multiple years' experience managing multiple complex projects with multiple funding sources, deliverables, budgets, timelines, reporting requirements, evaluation requirements, and other project details.
- Experience identifying potential funding sources, developing projects, writing grants, managing grants, and grant reporting.
- Experience working collaboratively with various levels of government, schools and education partners, community organizations, BIPOC communities, businesses, and foundations.
- Knowledge of principles and practices of program development related to racial equity and diversity and inclusion (DEI). Knowledge of environmental justice issues, popular education, trauma-informed education, and place-based education.
- Experience mobilizing, building, and motivating cohesive teams; implementing a strategic plan, co creating a vision and direction; resolving conflict; performance coaching; and making clear decisions.

Effective July 2021

- Experience cultivating learning environments that are equitable and inclusive of students' backgrounds, abilities, and social identities.
- Strong interpersonal, written, and verbal communication skills.

ESSENTIAL DUTIES

- Lead the Education and Community Programs Team to develop, plan and implement high-quality, environmental education, on-water paddle programs, and service-learning programs that are responsive to community and environmental needs, meet organizational DEI goals, and employ best practices to engage people of all ages and backgrounds.
- Successfully implement and manage 20-40 grants, contracts, and projects at a time with an annual budget of approximately \$750,000. Maintain systems to track FTE allocation, expenditures, deliverables, and reporting by funding sources. Ensure timely administration of programs and reporting to meet funder requirements.
- Supervise and manage a 7-person team. Create an inclusive team environment, develop work assignments and annual work plans, oversee and manage staff roles, responsibilities, and work products. Regularly communicate with, guide, mentor, coach, and motivate staff, and address performance issues. Approve timesheets, leave requests, reimbursements, and complete other administrative functions.
- Identify potential Education and Community Programs Team funding sources, develop projects and budgets, write grants, manage grants, and complete grant/project/contract reporting.
- Ensure program education and outreach products are creative, engaging, high quality, and developed through a racial equity and diversity and inclusion (DEI) lens.
- Build and foster authentic relationships with members of community-based organizations, Native American Tribes, governments agencies, local, foundations, and other relevant organizations and groups. Communicate program goals and priorities to build sustainable partnerships.
- Utilize an evaluation framework for community program areas to determine if identified strategic plan goals are achieved and what future improvements might be necessary.

RELATED DUTIES

- Collaborate with Estuary Partnership leadership and managers to advance the organization's strategic plan and to foster effective communication and efficient operations. Facilitate regular communication and collaboration between Education and Community Program Team staff and other Estuary Partnership staff to assess, plan and implement work, problem solve, find consensus, and get input.
- Prioritize and engage people of color, indigenous communities, and other underserved populations in project design and implementation. Identify barriers to engagement and learning for underserved students and community members and develop programming to help remove barriers.
- Meet with administrators, teachers, science curricula staff, and community partners to ensure Estuary Partnership programs and curricula meet next generation science standards, common core requirements, and classroom and community goals.
- Communicate and coordinate regularly with regional education and conservation organizations, foundations, government agencies, community groups, and others involved in related program work to build partnerships, determine opportunity areas, and gather stakeholder and partner feedback (particularly around racial equity, community engagement, and climate resiliency).
- Participate in, facilitate, and lead inter-organization and intra-organizational activities, including committees, to build partnerships, determine opportunity areas, and gather stakeholder and partner feedback (particularly around racial equity, community engagement, and climate resiliency).
- Prepare annual reports to summarize and present program outcomes to Estuary Partnership staff, board, and funders.
- Help with educational field trips, paddle trips, and work parties to support Education and Community Programs Team staff and develop a working understanding of program implementation.

- Keep current on emerging watershed protection practices and sustainability education research and best practices, including on national and state education benchmarks, adapt programming to integrate emerging information and best practices.

ORGANIZATION STANDARDS OF PERFORMANCE

- Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.
- Include diverse 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.
- Cultivate a positive work ethic and team environment. Exhibit a positive attitude and high level of professionalism. Support Estuary Partnership employees, Board members, volunteers, and partners.
- Provide exceptional service, internally and externally. Adapt and continually improve.
- Attend work regularly and on-time.
- Exercise discretion and discern and maintain confidentiality.