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June 2021

Position: Environmental Education Coordinator

Time: 25-40 hours/week depending on grant/program funding

Salary: \$25-35 per hour depending on qualification/experience

Summary of Position: As head of the RCD Environmental Education Department, the Education Program Coordinator oversees, manages, plans and directs all department functions and activities. The position provides the RCD's education mission with leadership and direction; manages a paid staff of educators; coordinates hands-on outdoor/environmental field programs for K-12 students; designs and leads training programs for the public, staff and teachers; develops and implements education content for all programs and trainings; coordinates with the RCD Research and Restoration Staff to provide programs and community science projects; and collaborates with local partners, cultivates special donors and pursues funding from additional sources.

Major Environmental Education Staff and Programming Duties:

- Hire, train and manage staff of 20+ educators, including senior staff, regular staff and trainees
- Oversee development and implementation of environmental education content and design used in field, in school and virtual programming
- Foster relationships and create programming for underserved communities in Los Angeles and Ventura Counties
- Determine staffing needs and assign education teams for delivery of programs.
- Schedule and confirm all Education Department programming with staff, teachers and schools
- Coordinate with RCD Research and Restoration staff to integrate data collection, restoration activities and community science projects
- Collaborate with funding partners, including San Fernando Valley Audubon and Havasi Wilderness Foundation, on all aspects of programming
- Participate in LAUSD STEM collaborative to plan and implement programming.
- Lead field, in-school and virtual programs when needed; programs occur at sites and schools throughout the Santa Monica Mountains
- Monitor programming to ensure quality control and high level of service
- Audit education programming for alignment with California State Next Generation Science Standards
- Design, organize and supervise training program for new and returning educators and lead Project WET trainings
- Coordinate with RCD Research and Restoration staff to interview, mentor, train, schedule, and oversee work of the Watershed Steward Program member
- Manage organization and handling of supplies and materials at field sites
- Purchase, maintain and repair education program equipment

Administrative Duties:

- Participate in local and statewide committee meetings (CARCD Ed Comm, Water Education Committee, Project WET)
- Analyze and review financial data and budgets concerning Education Department income and outflow
- Resolve personnel issues and complaints as needed

Community Outreach and Communication:

- Coordinate community volunteer events such as watershed clean-ups (e.g. Coastal Cleanup Day, Earth Day Cleanups, etc.)
- Develop and coordinate community science monitoring programs
- Advertise and market environmental education programs to schools and teachers
- Develop Environmental Education Department fliers and ads promoting education programs

Ed Dept Funding and Development:

- Cultivate cordial relationships with existing program donors (Havasi and SFVAS)
- Identify potential grant sources and prepare grant applications
- Pursue other funding sources in public and private sectors

Minimum Qualifications:

- Bachelor's degree from an accredited university, preferably with a science focus
- A minimum of two years experience with creating and implementing nonformal outdoor environmental education programs or curriculum
- Experience teaching/leading students, preferably in an outdoor setting
- Excellent written and verbal communication skills
- Excellent organizational skills, including the ability to set priorities, manage time, work under pressure and manage multiple projects effectively
- Demonstrated ability to engage and collaborate with diverse groups and stakeholders, including students of all ages, landowners, non-profit agencies, resource agencies, and the general public
- Ability to take initiative and work independently with a minimum amount of supervision
- Ability to work collaboratively in a professional manner with a diverse group of co-workers, partners, and stakeholders
- Desire to embrace the mission of the RCD to promote responsible natural resource management through voluntary community stewardship and technical assistance
- Strong computer skills, including the ability to easily navigate the internet and create Google Suite documents as well as Word, Excel, and PowerPoint documents
- Must have up to date CPR and First Aid or be willing to obtain such certification
- Must possess a valid driver's license, good driving record, and proof of insurance at the time of hire
- Must possess a vehicle or other means of transportation to the office and other work sites.

Preferred Qualifications:

- Demonstrated success in planning and coordinating outdoor, hands-on, field based environmental events, workshops, and outreach efforts
- Demonstrated success in developing environmental education and outreach materials for both in person and virtual programs
- Demonstrated success in recruiting and managing staff
- Spanish fluency or proficiency
- Demonstrated experience writing, managing, and reporting on grants
- General understanding of watershed processes and ecology
- Familiarity with Santa Monica Mountain’s geography, ecology, and environmental issues
- Professional experience in the public or nonprofit sectors

Work Environment:

Work hours are generally 8 A.M. to 5 P.M. Monday through Friday, however occasional work on weekday nights and weekends will be required. The primary place of work is the RCD office in Topanga, California, but local travel will be required, primarily within the Santa Monica Mountain. Work is performed in indoor and outdoor settings including a professional office environment and field settings that include various terrains and weather conditions.

Application Process:

To apply, please send your resume and a cover letter explaining why you are interested in and qualified for the position to the attention of Shannon Brantley at info@rcdsmm.org. The position is open until filled. We anticipate interviewing June 22nd and 23rd and hiring as soon as possible with a preferred start date of July 1.

RCDSMM is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, disability, marital status, sexual orientation, national origin or any protected class. We encourage and welcome all applicants.