

## **EDUCATION COORDINATOR**

**CONTRACTOR:** Friends of Cave Creek Canyon, a Non-Profit Nature Organization

**LOCATION:** Portal, Arizona

**JOB CATEGORY:** One Year Contract Position

**COMPENSATION:** \$35,000-\$50,000 depending on experience

**APPLICATION DEADLINE:** October 31, 2023 for 2024 Year

**WEBSITE:** <https://www.friendsofcavecreekcanyon.com>

## **GOALS**

- As a contract employee, network with Friends of Cave Creek Canyon (FOCCC) Board of Directors, the United States Forest Service, and the community to develop and provide comprehensive environmental education and interpretive programs for visitors, locals, families, students to highlight the unique biological, geological, and cultural features found in Cave Creek Canyon and the Chiricahua Mountains.
- Collaborate with FOCCC board and US Forest Service in the planning and design of educational programs to support FOCCC program. Coordinate activities of volunteers, consultants, and others engaged in the implementation and administration of program objectives. Coordinate and schedule indoor and outdoor environmental education interpretive programs and workshops.
  - Recruit local experts as speakers. Work with US Forest Service requirements to establish and publicize monthly talks or events at various outdoor/indoor locations within Cave Creek Canyon.
- Evaluate entire FOCCC educational spectrum (online and paper):
  - Work with the Southwestern Research Station and other Friends groups to assess sharing possibilities, programs needed, and age groups to be targeted;
  - Evaluate pre-Covid efforts of former Educational Coordinator for relevance now; research, analyze and evaluate new and innovative environmental education programming, interpretive methods and techniques, and outreach procedures for relevance;
  - Evaluate existing virtual learning program for students;
  - Evaluate, develop and create original and innovative interpretive materials, activities and curricula that align with state and national standards;
  - Develop and manage educational materials for the FOCCC website and social media.
- Coordinate school field trips. Lead students through hands-on, experiential learning in outdoor settings.
- Monitor and evaluate student learning and program outcomes. Keep accurate records. Report progress monthly to Friends of Cave Creek Canyon Board of Directors. Write contribution for annual report.

- Manage program budget and be fiscally responsible.
- Seek funding opportunities, such as financial grants for interpretive facilities, programming, and the continuation of educational activities.
- Establish and maintain respectful, supportive and compassionate relationships with Friends of Cave Creek Canyon membership, board of directors, volunteers, the community, and the US Forest Service.

## **QUALIFICATIONS**

- Bachelor's degree/equivalent experience in Natural Sciences, Biology, Education, Communications, Natural Resources and/or related field from an accredited college or university;
- Working knowledge of natural history and inquiry-based, multi-disciplinary science;
- Possession of the social and emotional skills necessary to build rapport and positive relationships with people of all ages, backgrounds, abilities, cultures, orientations, identities and communities;
- Experience in developing partnerships with businesses, schools, natural resource agencies, etc.
- High level of digital competency in various media including Word, Excel, PowerPoint, Facebook, Instagram, YouTube, Eventbrite, etc.
- Openness to feedback regarding progress toward goals;
- Commitment to equity and inclusion within our community;
- Excellent organizational and multitask planning skills;
- Ability to work flexible hours from home;
- Current CPR/First Aid certification or willingness to complete training after job offer.

## **CONTACT**

Send Resume and Letter of Intent to [FOCCCEducation@yahoo.com](mailto:FOCCCEducation@yahoo.com)

At any point during the recruitment process, applicants may be required to submit additional documentation which support qualifications for this position.