



Education Coordinator Position Description

RESPONSIBILITIES:

- Creates, manages, promotes and implements all aspects of GRPC education programs, including integration of Common Core and Next Generation Science standards.
- Recruits/supervises education assistant, on-call teachers, interns, and volunteer education docents
- Coordinates educational outreach opportunities for community festivals and events.
- Produces Water Fest (1/2 day festival with 300 5th-grade students)
- Develops, manages, and nurtures continuing education for education staff and volunteers
- Responsible for advertising, publicity, and presentation of education programs
- Establishes program fees, tracks all registration information, and manages data for reporting
- Responsible for education budget preparation and expenses in accordance with the approved budget.
- Assists with all aspects of education grant procurement and management
- Serves as staff to the Education Committee of the Board of Directors
- Maintains and develops collaborative relationships with partner organizations, including Open Space Authority, Children's Discovery Museum, MEEA, Science by Nature, County Office of Ed., et al.
- Manages care of education animals
- Provides general office support and customer service
- All other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in education, interpretation, science education, environmental education, environmental science or any other related field of study.
- Teaching experience
- Passionate about science, the environment, local history and gardening
- Proven management and organizational skills
- Excellent oral and written communication skills
- Ability to interact well with the public
- Self-motivated and energetic, with an enthusiastic and positive attitude
- Able to work with minimal supervision
- Comfortable with physical activity and the outdoors
- Availability to work occasional weekends and evenings as needed
- Proficient in Microsoft Word, Excel, and PowerPoint, knowledge of Salesforce and Filemaker Pro helpful
- Familiar with Facebook, Twitter, Instagram and other social networking tools

ABOUT THE GUADALUPE RIVER PARK CONSERVANCY (GRPC): We provide community leadership for the development and active use of San Jose's central park through education, advocacy and stewardship. This is a full-time position, \$45,000 - \$50,000/year DOE, with benefits, paid holidays, and generous PTO. We offer a dynamic and creative work environment and have a successful track record of developing standards-based nature education programs.

APPLICATION PROCEDURE: Please email a resume, cover letter and writing sample to:

Leslee@grpg.org or mail to Leslee Hamilton, Guadalupe River Park Conservancy
438 Coleman Avenue, San Jose, CA 95110

www.grpg.org