



Outreach & Education Program Manager Job Description

Company: Mississippi Valley Conservancy

Job Title: Outreach & Education Program Manager

Part time: 24 hours per week

About Mississippi Valley Conservancy

Founded in 1997, Mississippi Valley Conservancy is a nationally accredited regional land trust that has permanently protected more than 20,000 acres in southwestern Wisconsin by working with private landowners, businesses and local communities. The focus of the Conservancy is to conserve the forests, prairies, wetlands, streams and farms that enrich our communities, for the health and well-being of current and future generations.

Basic Function and Purpose of the Position:

Mississippi Valley Conservancy is seeking an enthusiastic, energetic, self-starter to join our team. The Outreach & Education Program Manager will work with a range of partners to manage and expand our outreach and environmental education program. He/she will strive to educate, engage and connect communities to the land.

Our ideal candidate is someone who can oversee the current K-12 and community programming while developing a more robust environmental education and outreach program to further the Conservancy's mission *to conserve native habitats and farmlands in the Driftless Area for the health and well-being of current and future generations.*

The Program Manager will be responsible for expanding *Driftless Area Explorers* our K-12 student program by engaging new schools and by taking the lead on fundraising through grant writing with support from the Executive Director. The Program Manager will also work with the team to develop and implement our public outreach and education efforts, including our annual hike/walk series. This position will work with local clubs, groups, organizations, youth, teachers, and the public to coordinate projects in conjunction with the Conservancy's habitat management and land protection efforts.

This position reports to the Executive Director.

Key Responsibilities:

- Work with the Executive Director and Educational Outreach committee to set the overall strategy, vision, and goals for the Outreach and Education Program.
- Maintain current and seek new funding and manage project budgets for environmental outreach and education programs including *Driftless Area Explorers* and the annual hikes and walks.
- Work with the Executive Director and Educational Outreach committee to deepen the development of a robust K-12 education program and program materials engaging both youth and teachers.
- Identify, train and coordinate volunteers and interns for guided hikes and other events that help promote the work that we do.

- Assist the team with key events such as volunteer workdays, the Fall Fundraiser and Trail Trek Challenge.
- Provide program overview and logistical information to the Communications Director for program press releases.
- Keep display and presentation materials up to date and in adequate supply.
- Conduct public presentations as needed.
- Other duties as assigned.

Abilities, Skills, Qualifications:

- Undergraduate Degree in education, environmental studies or natural resources strongly preferred.
- Experience in environmental education strongly preferred.
- Ability to work independently and with a team.
- Proven independent, self-starter qualities.
- Experience in project planning, budgeting, development, and coordination.
- Experience working in a fast-paced setting with diverse stakeholders.
- Excellent written and oral communication skills.
- Excellent people skills and an ability to communicate and work well with members, volunteers, committees, colleagues, landowners, funders, government agencies, and partner organizations.
- Proven organizational and time management skills and ability to juggle multiple priorities.
- Availability to work occasional evenings and weekends, as required.
- Proficiency in Microsoft Office programs.
- Ability to lift, move or transport program materials.
- Ability to work outdoors in all weather conditions, hiking up and down hill while keeping participants safe.
- Energy and enthusiasm for both environmental education and outreach.
- Ability to pass a background check and work with children of all ages and abilities.
- Ability to function as a cooperative and supportive team member with other Conservancy staff.
- Ability to delegate to and work with interns and volunteers.
- Possess valid driver's license and dependable vehicle.

Compensation is commensurate with skills and experience. Mississippi Valley Conservancy offers competitive compensation and a collaborative work environment. At the Conservancy you will find a culture that supports and inspires conservation success and personal development.

To apply: email a cover letter and resume to Carol Abrahamzon, Executive Director at carol@mississippivalleyconservancy.org. Preferred deadline is January 4, 2019. This position will remain open until filled.