

Organization: Cape Elizabeth Land Trust
Position Title: Education Coordinator
Classification: Part -Time Position non-exempt (15 hours/week for 46 weeks/year)
Pay Range: Based upon experience
Reports To: Executive Director
Start Date: August 19, 2019

Overview and Job Description

The Cape Elizabeth Land Trust preserves beautiful natural lands in our community for recreation, education, habitat and farming. Over the past 12 years the CELT Education Committee has established itself as a partner with the Cape Elizabeth Schools. Over this time, we have developed and implemented many programs that are now established standards within the yearly curriculum. We have also implemented additional programming for community members. The role of the Education Coordinator is to schedule, plan and coordinate school and community education programs, as well as conduct organizational outreach. The Education Coordinator primarily works independently, with support from our Education Committee.

Summary of Education Coordinator Responsibilities

Manage School Walk Programs:

- Coordinate 1st, 3rd & 4th grade fall, winter and spring walks
 - Maintain ongoing communication and scheduling with teachers
 - Recruit, train and manage volunteer walk leaders and lead walks
 - Prepare new and existing activities for walks
- Lead 5th grade spring program

Coordinate School Offerings

- Develop and lead in-classroom programming for elementary classes on a request basis
- Administer CELT Grants Program to elementary teachers
- Liaison for the Environmental Resource Center
- Represent CELT at Festival of Curiosity

Create and Lead Community Programs

- Coordinate and hold other community programs (scout groups, retirement communities, preschool, Cape Elizabeth Community Services)
- Lead walk programs for non-Cape Elizabeth classes on a request basis

Conduct Outreach

- Write monthly CELT "Naturalist's Corner" in E-newsletter
- Assist with website, Facebook and Instagram updates
- Attend organization events including, Paint for Preservation, Harvest Party and Annual Meeting
- Represent CELT at the Strawberry Festival

Qualifications

- Bachelors' degree and previous experience in environmental education
- Ability to work independently and in a team environment; creativity and enthusiasm; tact and judgment
- Excellent oral and written communication skills
- Time management and scheduling

Application – Please send a cover letter, resume, and contact information for three to four references as one PDF to Elizabeth Goodspeed, Board President, Cape Elizabeth Land Trust by email to efgoodspeed@gmail.com. In the cover letter, let us know how your knowledge, skills, and experience will enable you to excel in carrying out the responsibilities summarized in the Education Coordinator position description. Applications will be accepted until the position is filled. If you have questions, you may contact the land trust at 207-767-6054. Thank you.