

Organization: Cape Elizabeth Land Trust
Position Title: Education Program Coordinator
Classification: Full -Time Position non-exempt (35 – 40 hours/week)
Pay Range: \$20 – \$22.00/hour
Benefits: Health insurance; IRA contribution; paid vacation and sick time
Reports To: Executive Director
Start Date: October 5, 2022

Purpose and Overview:

The Cape Elizabeth Land Trust (CELT) preserves beautiful natural lands in Cape Elizabeth, for recreation, education, habitat and farming. With education being one of the pillars of CELT's mission, the CELT's education program coordinator position helps to support the overall goals of the organization.

This education program coordinator acts as a resource and liaison to the schools and community to foster an understanding and appreciation of the natural world here in Cape Elizabeth and beyond. Through in person, school based and community programs, this position engages children, adults and families in learning about the natural world around them and fostering an awareness, understanding, appreciation, and sense of stewardship for the lands we cherish here in Cape Elizabeth. The Education Coordinator reports to our Executive Director, works with our Education Committee to plan for the educational programs, and is a team member of a five-person staff.

This position will expand upon CELT'S well-established partnership with the Cape Elizabeth Schools. Over the last 17 years, we have developed and implemented many programs that are established standards within the yearly curriculum. Most recently we have developed an extensive 7th and 8th grade on-going place-based program at our Turkey Hill Farm property.

In addition, this position engages with the community through on-line resources and programming and via partnerships with other community groups and community resources. New strategic direction includes implementing more programming with marginalized populations from Cape Elizabeth and surrounding towns. We also intend to weave climate change awareness and environmental responsibility more directly into our educational programming.

Summary of Education Coordinator Responsibilities

Manage Elementary School Walk Programs:

- Coordinate 1st, 2nd, 3rd & 4th grade seasonal walks
 - Maintain ongoing communication and scheduling with teachers
 - Recruit, train and manage volunteer walk leaders and lead walks
 - Update curriculum and activities as needed for walks

Manage Place-Based Middle School Program at Turkey Hill Farm

- Maintain ongoing communication and scheduling with teachers
- Participate in curriculum planning with teachers
- Co-facilitate as needed with teachers

- Coordinate site set-up for programming
- Track Turkey Hill Farm programming for compliance with Town permitting
- Assist with program promotion for funding and community awareness

Coordinate Other School Offerings

- Work to have programming in the High School (often in classroom)
- Liaison for Natureland and the Environmental Resource Center

Work to Expand Education Offerings

- Partner with organizations that reach marginalized populations in the surrounding area and organize programming
- Incorporate climate change and environmental awareness into programming as appropriate

Create and Lead Community Programs

- Periodically coordinate and hold other community programs (scout groups, retirement communities, Cape Elizabeth Community Services, Library)

Conduct Outreach

- Prepare and coordinate CELT's monthly E-newsletter and write education articles
- Write articles for the Cape Courier on an as needed basis
- Do regular social media posts on Instagram and Facebook
- Coordinate interpretive signage at Turkey Hill Farm with the Wild Seed Project
- Assist with website updates related to education and the newsletter
- Take photographs and create short videos

Other activities as assigned by the executive Director

Qualifications

- Bachelors' degree and previous experience in environmental education
- Knowledge of climate change
- Ability to work independently and in a team environment; creativity and enthusiasm; tact and judgment
- Excellent oral and written communication skills
- Comfort with social media platforms

Application – Please upload a cover letter, resume, and contact information for three to four references as one PDF to

<https://www.dropbox.com/request/iPI6wnXTDc8Dujb1zcFP>

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 Program Coordinator position description. Applications will be accepted until the position is filled. Thank you.

Cape Elizabeth Land Trust (CELT) is an equal opportunity employer and will not discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, veteran status, genetic information, ancestry, age, political or union affiliation, pregnancy or related medical conditions, veteran status, or any other status or classification protected by applicable law. Disabilities will be considered only as they may relate to the candidate's ability to fulfill job requirements. CELT understands that protecting and caring for lands requires intentional commitment to inclusive practices within the conservation movement.