

**Organization:** Cape Elizabeth Land Trust  
**Position Title:** Education Program Coordinator  
**Classification:** Full -Time Position non-exempt  
(35 – 40 hours/week)  
**Pay Range:** \$20 – \$22/hour  
**Benefits:** Health insurance; IRA contribution; paid vacation and sick time  
**Reports To:** Executive Director  
**Start Date:** August 1, 2023

**Purpose and Overview:**

The Cape Elizabeth Land Trust (CELT) preserves 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.

The 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 Program 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.

Over the last 20 years, CELT has developed and implemented many programs that are established standards within the yearly Cape Elizabeth school curriculum. This position will expand upon CELT’S well-established partnership within the Cape Elizabeth Schools and have a particular focus on our recently developed 7<sup>th</sup> and 8<sup>th</sup> 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. A high priority focus 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 Program Coordinator Responsibilities**

Manage Elementary School Walk Programs:

- Coordinate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> 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 Programing 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 lead 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**

- Bachelor's 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 email a cover letter and resume to [David@capelandtrust.org](mailto:David@capelandtrust.org).

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.*