



Education and Development Associate

Department	Education and Development
Reports to	Stewardship and Education Manager & Communications and Development Director
FLSA	Non-exempt
Position Summary	The Education and Development Associate assists with the development, planning, and coordination of the education, eagle, development, and volunteer programs and attends all Conservancy events.
Primary Responsibilities	<ul style="list-style-type: none">• Education and Eagle:<ul style="list-style-type: none">➤ Develops, facilitates, expands, and coordinates conservation education and eagle programming and promotional opportunities with the Stewardship and Education Manager, Communications and Development Director, and Executive Director to increase the awareness of natural resource conservation, sustainable agriculture, wildlife habitat, and water quality protection for the advancement of environmental sustainability and communicates the mission of the Conservancy throughout the region;➤ Develops curriculum and lesson plans for education programs at the Van Scott Nature Reserve, additional lands owned, protected, and managed by the Conservancy, and partner locations with the Stewardship and Education Manager;➤ Develops and maintains relationships with partners and facilities (e.g., schools, elder care, veterans, etc.) to identify and create opportunities for educational programs targeted towards landowners, residents, students, and visitors of all ages and abilities;➤ Identifies and suggests additions and improvements to the education program and opportunities to engage the community, including identifying education and eagle program activities for Green Lodging and Drinks for the Delaware partners;➤ Assists with identifying funding, and organizes logistics and registration for education programming and facilitates events, including but not limited to, land management, nature walks, and conservation easement topics;➤ Attends all Conservancy education (including eagle), promotion, volunteer, and partner collaboration events (many of which will take place on evenings and weekends);➤ Manages winter eagle education program including coordinating with partners and appropriate staff.• Volunteer:<ul style="list-style-type: none">➤ Develops, facilitates, expands, and coordinates the volunteer program with the Stewardship and Education Manager and Executive Director;➤ Works with Stewardship and Education Manager, Executive Director, and appropriate staff to recruit, cultivate, and build relationships with volunteers;➤ Identifies and implements volunteer engagement opportunities including expanding the program to match Conservancy volunteer needs with the volunteers' desired experiences;➤ Works with Stewardship and Education Manager and Executive Director to develop and implement a volunteer training program and improve upon the existing eagle volunteer training program;➤ Communicates regularly with volunteers to share updates on the Conservancy and upcoming volunteer opportunities;➤ Tracks volunteers' interests and time using Little Green Light database;➤ Coordinates and schedules eagle program volunteers for bus trips, staffing of blinds, and events;➤ Coordinates and schedules volunteers to fulfill the needs identified by staff.• Donor Development<ul style="list-style-type: none">➤ Schedule meetings of board, committee, and staff members with donors and provides

	<p>associated materials;</p> <ul style="list-style-type: none"> ➤ Research, identify, and cultivate potential donors; ➤ Make follow-up phone calls to thank donors following contributions; ➤ Administers the Green Lodging Partnership and Drinks for the Delaware programs, including acting as point of contact for partners, organizing and attending meetings with prospective and existing partners, setting up new partners and finalizing paperwork, track donations and maintain master spreadsheet, schedule featured partner stories and big check presentations, and maintaining and supplying promotional materials; ➤ Assists in coordinating calendar, logistics, educational opportunities, and registration for donor development events with Communications and Development Director; ➤ Coordinate logistics for annual community/membership picnic. ➤ Attends Conservancy donor development events and the annual community/membership picnic (many of which will take place on evenings and weekends). <ul style="list-style-type: none"> • Committee Support: <ul style="list-style-type: none"> ➤ Coordinates the Education and Outreach Committee meetings with Stewardship and Education Manager, Executive Director, committee chair, and appropriate staff— sets and distributes agendas, compiles and distribute meeting minutes, and performs follow-up on tasks assigned; ➤ Coordinates the Eagle Committee meetings with Stewardship and Education Manager, Executive Director, committee chair, and appropriate staff— sets and distributes agendas, compiles and distribute meeting minutes, and performs follow-up on tasks assigned; ➤ Coordinates Partnership Committee meetings with Communications and Development Director, Executive Director, committee chair, and appropriate staff— sets and distributes agendas, reviews and distribute meeting minutes, and performs follow-up on tasks assigned. ➤ Assists Communications and Development Director with Donor Development Committee meetings—compiles meeting minutes for review and performs follow-up on tasks assigned. • Represents the Conservancy at meetings and conferences. • Attends appropriate partner events and meetings. • Performs administrative and clerical responsibilities in order to complete the tasks above. • Other related tasks and special projects as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelors degree or higher in Education (Environmental Education preferred) or equivalent combination of education and experience. • Candidates should have a basic knowledge of and commitment to natural resource conservation, sustainable agriculture, wildlife habitat, and water quality protection for the advancement of environmental sustainability. Knowledge of natural resources in the Upper Delaware River region preferred. Experience and certifications with related educational programs (e.g., Project WET, National Association of Interpretation) a plus. • Excellent writing, organizational, communication, interpersonal, and relationship building skills. • Strong Microsoft Office computer skills. Experience with database, virtual meeting platforms, and video editing software a plus. • A demonstrated ability to build effective working relationships with diverse groups of people and partners. • Must be organized, detail-oriented, and able to manage multiple projects simultaneously. • Willingness to work as a self-starting member of a dedicated, energetic team. • Passion for environmental education, land conservation, and for providing quality service. • Valid driver’s license and reliable transportation for frequent travel. • The ability to have a flexible schedule to work days, evenings, and weekends.
Physical Requirements/ Working Conditions	<p>This position requires both office work and car travel. As such, the position requires frequent sitting for long periods, with occasional periods of walking, standing, bending, and reaching materials stored at floor level up to head height. The position requires use of the computer and the telephone, handling materials and files in boxes up to approximately 20 pounds. The position frequently requires work at indoor and/or outdoor offsite locations, requiring driving, walking, and standing on uneven terrain in various types of outdoor weather conditions. This position requires flexibility of working hours to include days, evenings, and weekends.</p>