FRIENDS OF TRYON CREEK
JOB DESCRIPTION – Education Program Coordinator

Full Time Position: $50,000 - annually, non-exempt
Position Hours: 40 hours/week, flexible schedule, includes some weekends
Benefits: Full medical, dental, flexible health spending account, retirement match account, 12.5 holidays and 22.5 paid days off starting. Reports to: Executive Director

JOB SUMMARY
Friends of Tryon Creek seeks a passionate individual to lead and implement specific environmental programming. Education Program Coordinator is responsible for creating, implementing and evaluation of educational programming for youth, student and community groups visiting the natural area. Including seasonal support of other education programming throughout the year. Education Program Coordinator works closely with the Friends of Tryon Creek (FOTC) Education Staff and reports to Executive Director.

PRINCIPAL DUTIES

1. FIELD EDUCATION PROGRAM MANAGEMENT
   • Develop curriculum in alignment with cultural lens and current science standards.
   • Coordinate field education program for visiting groups.
   • Support early career interns, students and volunteers to facilitate education programming.

2. EARLY CAREER EDUCATOR AND WORKFORCE RECRUITMENT AND TRAINING
   • Recruitment and support for workforce development environmental educator program.
   • Support and implement training.

3. EDUCATION DEPARTMENT SUPPORT
   • Support night hikes, Solstice events, and Trillium Fest.
   • Support for education outreach for camps, field programs, and other education programs.
   • Implement field trip portion of strategic plan.
   • Support development of the Education budget.
   • Grant writing opportunities/experience available.

JOB QUALIFICATIONS

• 4+ years of experience creating and implementing education programming (College degree(s)and/ or coursework can substitute as years of experience).
• Understanding the stages of child development and the ability to relate to an inter-generational audience.
• Demonstrated verbal, written, and interpersonal communication skills to use teaching methods that can effectively communicate about environmental concepts, equity, and social justice to an inter-generational audience.
• Ability to communicate across cultural boundaries, as part of a collaborative team.
• Attention to administrative detail, ability to prioritize, meet deadlines and achieve goals.
• Demonstrated ability to lead group trainings, direct groups and provide direct mentorship to those in the field.

ORGANIZATIONAL BACKGROUND
The Friends of Tryon Creek State Park (FOTC) is a nonprofit organization located in Tryon Creek State Natural Area, a 670-acre green space in southwest Portland. Our mission is to inspire every community to identify, cultivate, or reclaim their relationship with nature in this cherished urban forest. FOTC is an equal opportunity employer. We anticipate a diverse application pool and encourage all BIPOC, immigrants/refugees, marginalized, and folks from various socioeconomic backgrounds to apply.

Supplemental Question:
1. Tell us about your strengths and experience in building, implementing and evaluating educational programming with a culturally responsive lens.

To apply, please email resume and cover letter with subject line Education Program Coordinator to: gabe@tryonfriends.org