



Position Announcement: Education Coordinator

The Nanticoke Watershed Alliance (NWA), a nonprofit organization dedicated to protecting the resources of the Nanticoke River, seeks a qualified and highly motivated person to lead our environmental education program, manage office administration, assist with the Nanticoke Creekwatchers citizen volunteer water quality monitoring program, and other programs.

About the Alliance

Created in 1992, the Nanticoke Watershed Alliance is a consortium of organizations working together to conserve the natural, cultural, and recreational resources of the Nanticoke River watershed. The mission, goals, and objectives of the NWA are developed by consensus with our partnership. Partners include organizations and businesses based in Maryland and Delaware that represent agriculture, industry, environmental, business, community, state, local, and federal governmental organizations. NWA's core values are collaboration, communication, conservation, scientific integrity, and education. The NWA office is located in Vienna, MD, on Maryland's Eastern Shore.

Major programs include the award winning, EPA-approved Nanticoke Creekwatchers Citizen Volunteer Water Quality Monitoring Program, student and teacher environmental education, homeowner backyard conservation outreach, community outreach, and restoration projects, such as tree plantings, rain gardens and more. See www.nanticoke.com and www.facebook.com/NanticokeRiver for more information.

Education Coordinator Job Description

The Education Coordinator will be a motivated, strategic thinker who will play a crucial role in the student and teacher environmental education program in both Wicomico County, MD, and Sussex County, DE. The NWA environmental education program consists of in-classroom presentations, outdoor field trips, and student and teacher-led stewardship action projects. The Coordinator will serve as an integral member of a small team to manage office administrative duties, facilitate the annual fundraising plan, provide community outreach, and more. This position will also serve as a program assistant to the Nanticoke Creekwatchers Citizen Volunteer Water Quality Monitoring Program.

Responsibilities of the Education Coordinator

- Develop and manage the seventh grade student environmental education program in cooperation with schools in Wicomico County, MD and Sussex County, DE, including developing curriculum, creating partnerships with schools, and facilitating in-classroom presentations, outdoor field trips, action projects, and more.
- Apply for and manage environmental education-related grant funding.
- Coordinate the annual fundraising plan, including individual appeals, partner appeals, special events, and more.
- Process all financial activities, including paying invoices, making deposits, and tracking transactions in QuickBooks.
- Assist in the coordination of the Creekwatchers Program, including helping with annual training events and recruitment materials, delivering water samples, entering data, and more.
- Track all contact information and fundraising campaigns in our online database.

- Serve as the managing editor of the Nanticoke Currents newsletter.
- Assist with website management, including adding and updating program information.
- Attend outreach events throughout the season.
- Facilitate Board of Directors communication, including a monthly update and meeting minutes.
- Oversee communication and contacts with Alliance partner organizations and facilitate joint outreach and engagement projects to encourage stewardship of the Nanticoke River.

Skills & Qualifications:

- A Bachelor's Degree in environmental science, education, or related field required.
- At least two years of experience in environmental education, conservation, restoration, or related field preferred. Emphasis will be placed on applicants with teaching experience.
- Strong computer literacy is required: MS Office (Word, Excel, Power Point, Publisher)
- Grant development and management experience is strongly desired.
- Administration experience and knowledge of QuickBooks is strongly desired.
- Experience with Salesforce or other contact databases preferred.
- Website development (WordPress platform) experience preferred.
- Prior experience with water quality monitoring equipment is preferred.
- Reliable transportation and a valid driver's license are required.
- CPR / First Aid certification and a background check will be required upon hiring.
- Required characteristics include:
 - Outstanding interpersonal skills.
 - Exceptional verbal and written communication.
 - Strong organizational skills and attention to detail.
 - Dynamic and capable of working in a fast-paced, open office environment.
 - Demonstrated ability to work independently and also as part of a team.
- Candidates with experience in the non-profit sector and environmental education are particularly encouraged to apply

Location: Position to be located in the Nanticoke Watershed Alliance office in Vienna, Maryland. One weekly telecommuting day is available.

Salary: \$22,000 - \$28,000 and excellent benefits package included. Professional development opportunities are available.

To Apply:

Please e-mail a cover letter, resume, and contact information for three references prior to August 28, 2015 to Shelly Baird at shellybaird@nanticokeriver.org. No phone inquiries please.

In your cover letter, please address your ability, based on your skills and experience, to accomplish the duties of the position in the three areas of environmental education, office administration and fundraising, and water quality monitoring.

The Nanticoke Watershed Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in accordance with applicable federal, state and local laws.