

	Date Issued: 6/24/2022	Department/Function: Education
Job Title: Education Coordinator	Reports To: Executive Director	Approved by: Laurie Egan, Executive Director
Salary: \$51,200 to \$61,500 per year dependent on experience. Plus, employee benefits including health (up to \$400/mo), vision and dental insurance, professional development, and a 3% matching retirement contribution.	FLSA Status: Exempt	Terms: Full-time (40 hrs/wk)

About the Coastal Watershed Council

The Coastal Watershed Council is a dynamic and growing 501(c)(3) non-profit based in Santa Cruz, CA, working to transform the lower San Lorenzo River into a community destination by inspiring people to explore, enhance and protect this critical natural resource. When people care for the river, learn about its significance and build a connection to nature, it benefits the river ecosystem and the community. CWC’s four key programs include youth education/empowerment, habitat enhancement, water quality improvements and community building. CWC’s work takes place on unceded territory of Awaswas-speaking Uypi tribe.

Job Summary:

The Education Coordinator supports the development and implementation of the Coastal Watershed Council’s (CWC) youth education programs in school classrooms, after-school programs and summer camp programs in Santa Cruz County. This position also partners with program partners, volunteers and interns to plan and implement CWC’s education work to teach youth about the importance of rivers, creeks and watersheds in our daily lives. This position is funded by government and private foundation grants, community donations and contracts from local municipalities. For more information on CWC’s youth education activities, please visit: <https://coastal-watershed.org/at-or-after-school/>

Essential Duties & Responsibilities:

- Positively represent CWC with local schools, clubs and the general public. Coordinate directly with teachers and program partners to coordinate logistics and implement in- and out-of-school programs.
- Create lesson plans; schedule and deliver classroom presentations, field trips, after-school programs and support camps to support CWC’s mission and state education standards.
- Maintain and revise existing curriculum, including managing physical inventory of education program materials.
- Contribute to the development and improvement of CWC programs, practices and policies, with an emphasis on increasing diversity, equity and inclusion.
- Analyze and use student and teacher participant data, program evaluation and feedback to report on outcomes and improve program. Write grant reports including evaluation data and analysis of program successes and challenges.
- Manage education projects to measure outcomes and meet grant/contract objectives within project timeline and budget.
- Communicate quickly and effectively with supervisor and colleagues about project challenges and opportunities. Understand limitations and execute tasks to the best of your ability.
- Manage volunteers and interns as necessary.

- Keep workspaces clean, safe and organized.
- Maintain a daily record of activities.
- Perform other duties as assigned.

Education & Experience (required):

- Bachelor's degree in a related field.
- Minimum three (3) years' experience in a related field.
- Experience working with diverse communities and/or underrepresented groups.

Knowledge, Skills & Abilities (required):

- Excel in classroom management to engage students in classroom and field-based settings
- Knowledge of basic environmental principles and watershed concepts, and State of California Education Standards (particularly Next Generation Science Standards, for grades K-8)
- Partner effectively with school administrators, teachers and partners.
- Strong computer skills (e.g. Microsoft Windows, Excel, Word, internet, social media).
- Good record-keeping, organization, time management, and attention to detail skills.
- Ability to create and maintain positive working relationships with co-workers and program partners.
- Strong oral and written communication skills.

Knowledge, Skills & Abilities (preferred):

- Spanish-language fluency or proficiency.
- Experience working with volunteers of diverse ages, abilities and backgrounds.
- Knowledge of service-learning and/or social emotional learning best practices.

Additional Information:

Direct Reports: 0

Travel Requirements: Minimal

License and Certification Requirements: California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. Commercial Driver's License (CDL) preferred.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

The Coastal Watershed Council reserves the right to alter this description at any time. The Coastal Watershed Council practices the concept of equal employment opportunity with respect to hiring, promotions, transfers, pay discipline, fringe benefits, and all other terms and conditions of employment. No individual will be discriminated against, and no employment decisions will be made, on the basis of an individual's race, color, national origin, religion, age, gender, protected disability, marital status, familial status, veteran status, height, weight, or citizenship.

CWC is committed to ensuring equal employment opportunity and non-discrimination. CWC prohibits unlawful discrimination in any term or condition of employment against any employee or applicant for employment because of the individual's race, color, religion, gender, marital status, age, national origin, ancestry, citizenship, sexual orientation, medical condition, genetic information, disability, membership or service in the U.S. Armed Forces, or any other characteristic protected by law. This policy applies to all personnel transactions, including, but not limited to, recruitment, hiring, placement, training, compensation, benefits, leave of absence, transfer, promotion, demotion, discipline, layoff, and termination.

CWC is proud to be an equal opportunity employer and are committed to making this the best place in the county to work, where we're all proud of our work with the Santa Cruz community. People of color, women, persons with disabilities, veterans, and LGBTQI persons are highly encouraged to apply.