



Job Opportunity: Education Program Manager

ORGANIZATION INFORMATION

Encompassing 1.2 million acres over 1,700 square miles, Schuylkill River Greenways NHA links 3.2 million people across five Pennsylvania counties – Schuylkill, Berks, Chester, Montgomery and Philadelphia – to the unparalleled opportunities afforded by the Schuylkill River, the Schuylkill River Trail and the surrounding watershed.

The mission of SRG is to connect residents, visitors and communities to the Schuylkill River and the Schuylkill River Trail by serving as a catalyst for civic engagement and economic development in order to foster stewardship of the watershed and its heritage. Learn more about SRG, its programs, leadership and history by visiting www.schuylkillriver.org.

JOB SUMMARY

Schuylkill River Greenways is looking for an Education Program Manager to oversee the watershed education and outreach of the organization. These programs include Schuylkill Explorers, a K-12 watershed education program, Schuylkill Environmental Career Opportunities (Schuylkill ECO), a career development program for high school and college students, and H2Yo!, a collaborative summer camp for middle school students, as well as numerous customized recreation and engagement programs.

Directly reporting to the Executive Director, the Education Program Manager is responsible for hosting watershed education programs at the SRG office's Pottstown Riverfront Park site and at community sites throughout the watershed, developing and implementing curriculum to enhance educational outreach and recreation programs, and managing the logistics of virtual and in-person programming for participants of all ages. This position will maintain community relationships and connections and continually foster new relationships with organizations, schools, and community groups. The Education Program Manager will also assist in coordinating local events within the Pottstown community and Schuylkill River Heritage Area. This is a full-time position with some evening and weekend obligations for events and programming.

RESPONSIBILITIES

- Develop, coordinate, and deliver STEAM curriculum with emphasis on watershed education through experiential learning opportunities
- Manage Schuylkill Explorers educational programs including in-classroom and outdoor programming for school, youth, and other organized groups
- Manage Schuylkill ECO virtual career development program for college students and in-person experiential program for high-school students throughout the watershed region
- Coordinate field trips, curriculum topics, collaborative programming, and recreational activities for youth and adult participants
- Build and maintain relationships and engage in partnerships with state agencies, local governments, non-profit organizations, community groups, school districts, and higher education institutions
- Participate in and host community-informed events to cultivate partnerships throughout the watershed region
- Collect and maintain records of student engagement and assessment data
- Complete grant applications and grant reports
- Oversee department program spending and allocation, develop and modify budgets
- Supervise, hire, motivate, and mentor department staff, including part-time and seasonal full-time staff
- Participate in the SRG Justice, Equity, Diversity and Inclusion (JEDI) committee comprised of staff, board, and residents to engage and connect with an inclusive pool of external stakeholders
 - o Attend Diversity, Equity, Inclusion, and Justice trainings regularly to continue ongoing education

- Collaborate with the Alliance for Watershed Education centers to provide inclusive and collaborative watershed education programming
- Create and update printed informational programs with maps, sponsors, schedules, graphics, frequently asked questions, and the mission and work of SRG using Adobe InDesign, Adobe Illustrator, and Canva
- Prepare and deliver presentations on SRG efforts to groups throughout southeastern Pennsylvania
- Assist with summer Pedal & Paddle events, Sojourn, Ride for the River, and other SRG recreational programs
- Work with SRG's sister organization, Take It Outdoors, in delivering experiential education on the river and trail
- Assist with other tasks, including but not limited to: Operation Pollination initiative, tree/ native species plantings, trail clean ups, water quality testing, macroinvertebrate sampling
- Collaborate with SRG staff to develop and implement community informed programming
- Assist SRG in other organization programs and events as needed

QUALIFICATIONS

- Minimum of a bachelor's degree in Environmental Studies, or a similar field, or an equal amount of relevant professional experience
- 1-2 years of environmental education, community outreach, or nonprofit volunteer work preferred
- Must obtain PA State Background Clearance, DHS Child Abuse Clearance, and FBI fingerprint clearance
- Experience working with children, must be comfortable teaching all age groups
- Experience and passion for experiential education delivered on, in and around the river preferred
- Excellent oral and written communication/ public speaking skills; superior interpersonal skills with a demonstrated commitment to diversity, equity, justice, and inclusion
- Must be people oriented, have a team-focused attitude, and the ability to professionally represent Schuylkill River Greenways NHA to the public
- Interest in the outdoors/environment, comfortable working outdoors, able to lead walks/hikes through varied terrain, comfortable in a canoe/ kayak and bike
- Ability to be flexible across many different informal outdoor, traditional classroom, and school settings
- Ability to work in a dynamic environment and manage multiple programs; strong time and project management skills needed
- Evening and weekend hours required, especially in season
- Local travel occasionally required
- Valid state driver's license required
- Spanish/English bilingual a plus

WORK ENVIRONMENT

The applicant should be comfortable with the outdoors as the position will entail leading outdoor/ in-stream and on the river educational programming. Additionally, this position will also require work in an office setting with administrative and program support as a key component.

COMPENSATION

Salary range is \$40,000 to \$50,000, commensurate with experience, plus benefits which include health insurance, paid time off, compensatory time off and an IRA contribution.

TO APPLY

Please send cover letter and resume via e-mail with the subject line "Education Program Manager" to Elaine Schaefer, Executive Director, eschaefer@schuylkillriver.org

Schuylkill River Greenways National & State Heritage Area, operated by the Schuylkill River Greenway Association, is an equal opportunity employer.