



# Maryland Coastal Bays Program

## *Education Program Manager - Job Opening*

Position: Education Program Manager

Job Type: Permanent

Salary: \$45,000, eligible for benefits

Reports to: Education Coordinator

Application Review Begins: July 28, 2023

### Education Program Manager - Full-time Position

The Maryland Coastal Bays Program (MCBP) invites applications for a full-time salaried/benefited Education Program Manager position based in Berlin, Maryland. Part of the Environmental Protection Agency's (EPA) National Estuary Program, MCBP is a non-profit dedicated to preserving and restoring the waters and watershed behind Assateague Island and Ocean City, Maryland. MCBP works to enhance the ecological value and resiliency of the Coastal Bays, the watershed, and its community through conservation and engagement. MCBP works cooperatively with local, state, and federal agencies, other environmental non-profits, as well as citizens, to implement management actions that will meet the goals established for the protection of the Bays. For additional information about the Maryland Coastal Bays Program, visit [www.mdcoastalbays.org](http://www.mdcoastalbays.org), and to view our Comprehensive Conservation Management Plan, please [click here](#).

### Position Description

The Education Program Manager will support and provide meaningful opportunities for our watershed residents and visitors to gain a deep understanding of their surrounding environment, with the ultimate goal of inspiring environmentally responsible decision making. We work alongside youth, formal and informal educators, local citizens, and visitors through environmental education, interpretation programs, and community initiatives to build relationships and increase environmental stewardship. A variety of programs are offered each year that include, but are not limited to, adult learning workshops, in-person and virtual presentations, large-scale outreach events, professional developments, community science initiatives, and in-class and field lessons of public, private, and homeschool groups. The Education Program Manager will report to the Education Coordinator.

An ideal candidate is a confident, creative, passionate person with direct experience in environmental education, program planning and facilitation, and engaging with different community demographics. A background in environmental science, education, and/or environmental studies is encouraged. This is a full-time salaried position with a typical Monday to Friday schedule at 40 hours a week. In peak season, occasional weekend and evening work will be required. Specific start date depends on the candidate, but seeking to hire for a start in late August/early September. MCBP offers a starting benefit package that includes health insurance, paid federal holidays, 10 days vacation, 12 sick days, and 3 personal days.

Primary assignments:

1. Planning and delivering Worcester County Public School, homeschool, and community group service trips and experiences at local restoration sites.
2. Co-lead the annual High School WETLANDS overnight retreat, a program established to provide science-interested students with career exploration and experiential opportunities in the watershed.
3. Designing activities for and leading summer interpretive programs at local libraries and community venues.
4. Organize and facilitate our Estuary Explorers summer day camp through
5. Developing college-level programs that will guide local undergraduates and graduates in lesson planning and communication about their research.
6. Continuing the established Living Local agricultural education program through leading professional developments, student farm trips, and community workshops to local small-scale farms in the watershed.
7. Assisting Education Coordinator with the production of a formal MCBP public education plan.
8. Assisting in researching potential funding sources for new projects, applying for grants, and managing grant budgets when needed.
9. Representing Coastal Bays at exhibiting events and public presentations. Participating in relevant regional working groups.
10. Coordinates and provides support for special events and fundraisers, as needed.
11. Cultivating a sense of place for visitors and residents by providing space for personal experiences and direct connections with nature.
12. Assisting in the management of the social media channels, including coordinating content with other staff members and partnering organizations.
13. Work with MCBP's Watershed Coordinator on DEIJA initiatives as outlined in the NEP Equity Strategy.
14. Assisting in the training and mentorship of seasonal staff and interns.

In addition to these tasks, the Education Program Manager will also receive opportunities for professional development, attendance at local, state, and nationwide conferences, building a professional network, and experience working alongside our science team to gain monitoring and surveying skills.

*Successful Candidates should possess the following:*

- 2-4 years of experience developing, planning, and executing environmental education programs
- Excellent verbal communication and interpersonal skills
- Lesson planning, experience with EE curriculums and standards
- Strong time management and organizational skills, including the capability to prioritize diverse tasks
- Ability to work collaborative and personally on a small staff
- Strong desire and passion to work with the environment and teach in the field
- Experience in designing outreach events
- Willingness to work outdoors in all conditions, in the water, and on boats
- Must be able to lift 25 pounds
- Valid Driver's license

*Desired qualifications*

- Knowledge of estuaries and/or working in the Coastal Bays watershed
- Leadership experience (ex: leading youth groups, organizing community projects)
- Grant writing skills
- Knowledge of Meaningful Watershed Educational Experiences (MWEEs)
- Experience in social media, Google Drive, and design platforms like Canva
- Experience and comfort handling aquatic and terrestrial life

To apply, please send one pdf of a cover letter, resume, and three professional references to Liz Wist, MCBP Education Coordinator, at [lwist@mdcoastalbays.org](mailto:lwist@mdcoastalbays.org). Application review will begin on Friday, July 28, 2023. Position will remain open until filled.

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.