

Maryland Coastal Bays Program

Environmental Literacy Specialist



Position Title: Environmental Literacy Specialist

Start: June 2024

Job Type: Full-time Contractual

End: August 2025

Application Deadline: April 29, 2024

Salary: \$50,000/yr

Mission and Program Overview

Part of EPA's National Estuary Program, the Maryland Coastal Bays Program (MCBP) is a non-profit dedicated to preserving and restoring the waters and watershed near 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. Through education, scientific monitoring, outreach, and restoration, we collaborate with the stewards of our community to have a positive impact on our watershed. For information about MCBP, visit www.mdcoastalbays.org.

Position Summary

The Maryland Coastal Bays Program is seeking a qualified applicant for a contractual Environmental Literacy Specialist position. This position is currently funded for 15 months. Employment beyond August 2025 (exact date dependd on start date) is contingent on obtaining future funding. The position is full time contractual, has paid time off, and does not offer any health insurance package.

This position will develop grade-level specific, cross curricular activities alongside collaborative community partners to finalize and implement an integrative Environmental Literacy Plan (ELP) for the Worcester County Public School (WCPS) system, run environmental afterschool programs at the County's Title I elementary schools, and provide ongoing support for Title I families through family event nights. The specialist will also provide support for environmental education and outreach activities both for WCPS and MCBP. This position will function out of the Worcester County Board of Education office (majority), three elementary schools, and the Maryland Coastal Bays Program office.

Primary Responsibilities

This job description is a representative summary of the major tasks and responsibilities of the specialist. The specialist may be asked to perform other job-related tasks other than those outlined in this description:

- Work with WCPS staff towards the completion of the ELP
 - needs assessments, develop lessons, enhance environmental literacy education and experiential activities
 - initiate meetings and build trust with core subject supervisors, principals, teachers for environmental literacy understanding
- Identify and establish relationships with community partners (local, regional, federal)
- Design and facilitate environmental-based after school programs at each of the three Title I schools in Worcester County
 - lessons and activities surrounding Coastal Bays stewardship
- Develop three Title I family event nights
- Manage a \$10,000 budget for materials, supplies, and resources for afterschool and family events

Additional Responsibilities

- Support WCPS current Meaningful Watershed Educational Experiences
- Support WCPS summer school programs by creating and facilitating environmental classroom and outdoor activities
- Provide Coastal Bays-based school lessons and activities to County teachers during the academic year
- Work alongside Maryland Coastal Bays Program during the summer on informal education and interpretation programs

Desired Qualifications:

The following skills, knowledge, abilities, and education outline qualifications for a successful performance in this position:

- Highly motivated, independent individual who has a background in education, leadership, environmental science, environmental studies, or biology.
- Experience teaching in a formal education setting (sought after, but not necessary)
- Knowledge of environmental systems and conservation practices in watershed/coastal regions
- Organizational and professional skills with the capability of prioritizing and managing diverse tasks
- Strong desire and passion to work with the environment and teach in the field
- Prior experience educating, teaching, or leading youth
- General knowledge of Environmental Literacy Plans
- Ability to work efficiently and independently
- Strong verbal communication, interpersonal skills, and experience with public speaking
- Intermediate computer skills including Google Drive, Canva, PowerPoint, Word, and Excel
- Creative design skills for materials production
- Must be comfortable working outside in various weather condition and in/near the water

Workplace Requirements

These requirements are mandatory for this position.

- Background check and fingerprinting
- Light-medium work that involves lifting up to 40 pounds
- Valid driver's license and personal vehicle for driving

To be considered for this position, please submit a cover letter, resume, and three references (name, job title, phone number/email, capacity in which you know them) to Liz Wist, Education Coordinator at the Maryland Coastal Bays Program, at lwist@mdcoastalbays.org

Applications will be accepted until Monday, April 29, 2024 at 11:59 pm EST.

The Maryland Coastal Bays Program is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, age, sexual orientation, gender identity, national origin, veteran status, genetic information, or any other basis prohibited by law.