



# EASTERN REGION ASSOCIATION OF FOREST AND NATURE SCHOOLS

## Job Description: Program Coordinator

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Employment type:	Part-time, regular employee; 25 hours/week
Reports to:	Executive Director, Monica Wiedel-Lubinski
Regular hours:	Variable; standing weekly meeting TBD, some evenings and weekends
Location:	Remote work; travel will be scheduled as needed based on availability

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### Description of Role

The Program Coordinator coordinates a range of nature-based professional development experiences including: online webinars, courses, and series; in-person training events and workshops; school-based PD; and other customized programs to help meet teachers' and members' needs. Candidate must possess experience in nature-based education to coordinate and lead various professional development offerings.

The Program Coordinator is aware of trends in nature-based education to identify, create, and coordinate new and helpful programs for teachers and caregivers. In this way, the coordinator must flex with the needs of teachers while planning up to one-and-a-half years in advance for certain training. This position balances responsibilities of scheduling and coordinating PD requests with developing and facilitating select courses with guest presenters. On-going course evaluation and reporting is part of this role.

This position works closely with the Executive Director to craft and implement the vision for professional development offerings with short- and long-term goals. The Program Coordinator will also collaborate with education specialists, course facilitators, and guest presenters. Volunteers may support this role, either via the Board program committee or other ad hoc 'working groups' that are selected for specific project support.

### PRIMARY JOB RESPONSIBILITIES

#### Online Professional Development

- Implement a seasonal suite of online programs that span a diverse range of voices and experiences



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- Implement, and in some cases customize, online program evaluation materials (e.g. certificates, evaluation form, etc.)
- Develop select content and lead professional development opportunities as needed
- Coordinate and supervise staff Course Facilitators who lead various online programs
- Maintain and forge new connections with potential presenters
- Provide support for guest presenters, which includes custom agreement, completion of required forms, descriptions, etc. for each program
- Assist with promotion of online courses (e.g. Outdoor Preschool Teacher Series, etc.)

### **In Person, Live Professional Development**

- Develop content and lead professional development opportunities as needed
- Coordinate and help facilitate the live Nature-Based Teacher Certification courses
- Schedule school-specific and custom PD opportunities
- Coordinate and facilitate select Outdoor Teacher Retreats
- Identify potential sponsors and partners for live training options
- Assist with promotion of in person training

### **MSDE-approved Professional Development**

- Develop and lead professional development opportunities as needed
- Review and refine existing content and training materials
- Submit courses and all necessary documentation for approval
- Create and submit new courses for MSDE-approval
- Maintain status as an approved trainer for ERAFANS

### **Additional Responsibilities**

- Offer insight and ideas for new PD initiatives
- Provide content for grants or proposals as requested
- Work with staff on web platform to add new events and invoices for PD as needed
- Add courses, content, or edits on website as needed
- Provide support with marketing and communications materials (e.g. submit article for a monthly newsletter, post programs on social media, etc.)
- Update and maintain learning platforms such as Thinkific, Band, Storypark, Zoom, etc.



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### **Essential Experience & Education\***

- Minimum of five years of experience leading environmental education programs or nature-based early learning programs with emphasis on coyote mentoring, directional teaching, flow learning, and emergent outdoor learning
- At least three years of experience leading professional development courses for adults
- Bachelor's degree in teaching, adult education, non-profit/business management, environmental education, or closely related field; advanced certificate or Master's Degree preferred
- Excellent written and oral communication skills; must be able to type 50 words per minute
- Proficient in Microsoft Office programs including Outlook, Word, Excel, and PowerPoint
- Proficient using Google Drive, Google Workspace, and its integrated applications
- Experience managing staff and/or volunteers and working collaboratively as part of a team
- Demonstrated commitment to further diversity, equity, inclusion, and social justice in nature-based education

*\*If an applicant demonstrates exceptional experience, we may waive academic requirements.*

### **Additional Skills & Training**

- Proficient use of social media platforms including Instagram, Twitter, and Facebook
- Proficient in basic website platforms (EX. Wordpress, Wix, Godaddy, or other user-friendly sites)
- Proficient using Zoom and similar video conferencing software
- Coursework or training in diversity, equity, and social justice issues for BIPOC communities
- Coursework or training on inclusive education for children with diverse abilities and special needs



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### Most Valued Traits for this Role

- Strong work ethic with a track record of being reliable, honest, empathetic, and kind
- Detail-oriented and well-organized
- Ability to manage several projects at the same time
- Strong writing and speaking skills, including abilities to speak clearly and confidently in front of large groups
- Flexible mindset, positive attitude, and professional demeanor
- Ability to laugh, remain calm, and persevere when faced with challenges
- Demonstration of leadership skills that nurture trusting professional relationships with colleagues and partners

### Salary

This is a part-time, hourly position. Hour rate to commensurate with experience but ranges between \$20-22/hour.

### How to Apply

This job description offers guidelines for the position, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply! Send your resume and three references to Monica at [director@erfans.org](mailto:director@erfans.org). If hired, you will complete a background check, fingerprinting, and formal application of employment.

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### Equal Opportunity Statement

*We are proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. Persons from Indigenous,*



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*Latinx, African-American and other diverse racial or cultural backgrounds are encouraged to apply. If you have a disability and require accommodation or assistance with our online application process, please contact us so we can help.*