

Position Title: Environmental Educator/Outreach Coordinator

Application Deadline: January 22, 2010

Summary

The BHI Conservancy seeks a full-time permanent Environmental Educator/Outreach Coordinator (EEOC) with the primary responsibilities to facilitate environmental education programming both on Bald Head Island and in communities across the state/region. The position will establish and maintain web-based curriculum, social networking, and interactive educational programming integrated with outreach and the NC public school system curriculum. Other responsibilities include stewardship activities for a land-trust, monitoring and providing input for community management strategies, participation with conservation activities including the Sea Turtle Protection Program, as well as interacting with researchers both academic and government. These activities will require the EEOC to work some nights, overnights, weekends and holidays.

The EEOC is supervised by the Director of Education/Senior Naturalist (DESN) and is ultimately accountable to the Executive Director (ED) of the Conservancy. The BHI Conservancy is an equal opportunity employer and encourages applications from all under-represented groups.

Specific Responsibilities

1. Assisting DESN with planning and implementing diverse, year-round educational programs (kayaking, nature hikes, bird walks, summer camps, etc...) to residents and visitors of Bald Head Island;
2. Identifying and developing means by which the Conservancy can continue to expand its environmental education outreach to off-island groups, such as primary and secondary schools, boy & girl scouts, educator training/enrichment sessions and/or miscellaneous adult/family groups.
3. Developing educational information for the Conservancy website and updating the website on a regular basis;
4. Developing online curriculum activities based on NC Public School Curriculum and work to integrate this with offsite and onsite outreach as part of the Conservancy's outreach program;
5. Developing and coordinating outreach programs with public and private school systems, Scouts and others as needed;
6. Developing educational products for sale in the gift shop and materials, print or otherwise, to support programs;
7. Identifying possible grant opportunities to aid in programming efforts;
8. Lead educational programs (kayak trips, hikes, lectures) for participants in weekend workshops;

9. Assisting DESN with planning and running Conservancy Camp, Camp Pollywog and Eco-Adventure Series, day camps for youth offered by the Conservancy during the summer season;
10. Coordinating the planning, production and distribution of necessary media to maximize exposure of the Conservancy's educational activities, as well as the coordination of other appropriate public relations activities that may be necessary to further the education objectives of the Conservancy;
11. Surveying the educational resources of the Conservancy, coordinating with staff the identification and acquisitions of resources needed to achieve the educational objectives of the Conservancy, and the maintenance and care of these resources.
12. Assisting DESN with educational displays, maintenance and development of new displays in the Environmental Center;
13. Promoting stewardship of Conservancy facilities, properties and equipment, including the proper maintenance of all education and research resources;
14. Participating in all special events of the Conservancy;
15. Contribute feature articles for issues of the Conservancy's newsletter, the *Conservator*;
16. Supporting the fundraising needs of the organization.
17. Abiding by and enforcing the general policies of the Conservancy;
18. Other responsibilities as may be assigned.

Schedule

This is a permanent, full-time, exempt position, typically requiring at least forty hours per week. Due to the nature of the activities requiring the attention of the EEOC and due to the seasonal demands on this position, the work schedule may vary greatly from week to week, or from season to season. It is also expected that the EEOC will work some nights, weekends and holidays.

Remuneration

This is a permanent full-time position and compensation will be commensurate with experience. Daily ferry travel to and from Bald Head Island from the mainland terminal in Southport, NC is provided by the employer, along with parking on the mainland. The employer also reimburses the EEOC for use of a private vehicle when used on Conservancy business at the rate stipulated by the Internal Revenue Service.

Benefits

The Conservancy offers health benefits to full-time employees after they have been employed for a period of 90 days, on a shared cost arrangement (the Conservancy will pay up to \$425 towards your monthly health insurance bill). The Conservancy also provides discretionary contributions in each calendar year to the SEP – IRA of permanent full-time employees who have provided service as such for one year. Specific terms of these benefit plans, including vacation, sick and personal days may be found in the Conservancy's Employment Policies, available to qualified applicants upon request.

Education and Experience

This position requires:

- The minimum of a bachelor's degree in environmental education, environmental science, biology, marine biology, or a related field of study;
- A strong interest in conservation, education and environmental work in a non-profit setting;
- Experience in education, either in the formal classroom setting or in a non-traditional environmental education setting;
- Experience developing curriculum to follow state standard course of study desirable;
- Technical/website experience and grant writing experience is desirable;
- Strong public speaking skills and a passion for educating people of all ages
- Good physical condition to maintain stamina in extreme temperatures and conditions while performing physical duties such as kayaking or hiking;
- Ability to be flexible and adapt as unexpected situations arise;
- Desire to become part of an close-knit island community;
- Willingness to perform tasks as needed in a non-profit setting;
- Excellent oral and written communication skills;
- Strong computer skills and general knowledge of MS Word, Outlook, Excel and Powerpoint.
- Ability and desire to work some nights, overnights, weekends and holidays.

Application Procedure

To apply for this position, please submit a cover letter, resume and three references to:

Maureen Dewire, Director of Education/Senior Naturalist
Bald Head Island Conservancy
P.O. Box 3109
Bald Head Island, NC 28461

Or via e-mail to: maureen@bhic.org (**preferred method**)

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