



## HURON PINES POSITION DESCRIPTION

### Community Education Project Manager

**SCOPE AND PURPOSE OF WORK:** The Community Education Project Manager will be responsible for identifying strategies, developing programming and overseeing all logistics related to place-based education programming - with an emphasis on adult learning opportunities - to advance conservation efforts in Northern Michigan. This work will be driven by internal coordination with Huron Pines program staff and externally with community partners to proactively link natural resource protection and stewardship to long-term community health. This position will also be responsible for volunteer coordination in order to mobilize more people and partners to actively participate in stewardship of natural resources in Northern Michigan.

**HURON PINES:** Huron Pines is a nonprofit conservation organization with a mission to conserve and enhance Northern Michigan's natural resources to ensure healthy water, protected places and vibrant communities. Our vision is conservation driven by engaged, empowered communities. The Community Education Project Manager will support and advance our mission and vision by developing relationships and programs to engage Michigan residents in conservation education and stewardship activities to protect and restore their favorite public resources. By directly working with Huron Pines program and project staff, this position will translate technical knowledge and the stewardship practices needed to protect local and regionally unique natural features, into relevant, digestible and attainable learning programs that provide meaningful and memorable experiences for participants.

**LOCATION:** Huron Pines (Alpena/Gaylord Office)

**RESPONSIBLE TO:** Community Program Director

#### POSITION DUTIES AND RESPONSIBILITIES:

<b>Community Education Project Management</b>	50%
Works with Community Program Director to design and implement various community education programs that connect people to local natural resources.	
Collaborates with staff to develop and implement an annual work plan for environmental stewardship activities, with an emphasis on adult learning opportunities and hands-on stewardship programs.	
Leads development and implementation of Huron Pines preserve engagement programming.	
Works with Huron Pines Program Directors to develop and implement community science programming.	



<p>Leads logistical aspects of community education programs including, site selection, RSVP's, tracking, program agenda, press releases, evaluation, etc.</p> <p>Ensures that adequate resources (technology, supplies, knowledge, etc.) are in place to develop and sustain community education programs in Northern Michigan.</p> <p>Supervise seasonal engagement staff and/or Huron Pines AmeriCorps members when workload, program priorities, funding and community needs support added capacity.</p>	
<p><b>Internal Program Coordination</b></p> <p>Works directly with program and project management staff to integrate community and ecological goals in all Huron Pines education and volunteer stewardship efforts.</p> <p>Serves as the primary point of contact to project management staff for education program development.</p> <p>Participates with presentations as necessary and helps coordinate on-the-ground volunteer opportunities.</p> <p>Actively engages with the marketing and fundraising staff to identify, curate and communicate stories of community and human connection to natural resources to raise awareness and needed funding for the program and inspire positive behavior change.</p> <p>Participates in raising necessary project funds through grant writing, partner building and other fundraising avenues. Offers project staff insight and suggestions on the types of engagement activities suitable for project grants.</p>	25%
<p><b>Volunteer Engagement</b></p> <p>Oversees and manages recruitment, retention and support of volunteers engaged with Huron Pines. Develops and maintains an updated events calendar.</p> <p>Serves as the organizational point of contact for inquiries related to volunteer opportunities and hands-on service projects.</p> <p>Leads all logistical aspects of events and/or special opportunities related to volunteer engagement.</p> <p>Responsible for tracking all volunteer activities/programs and assists with the creation of a robust evaluation tool.</p>	25%



## Qualifications

- Adept at networking with community groups/partners (minimum of 3-5 years experience)
- Outstanding interpersonal skills, interested in the experiences of others and the ability to work with diverse audiences
- Ability to coordinate projects that cross-multiple disciplines as well as manage multiple projects independently
- Experience leading/instructing an audience
- Ability to organize events, coordinate meetings and work collaboratively with people
- Excellent written and verbal communication skills
- Attention to detail and ability to handle multiple tasks
- Proficiency with Google platform and the use of of online meeting/collaboration tools
- Ability to adapt, think creatively and develop innovative solutions

On occasion this position requires work to be conducted off site, on weekends/evenings, and may involve all weather activity. A valid driver's license is needed and use of a personal vehicle may be required to perform duties (mileage reimbursement provided). Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Huron Pines is an at-will employer and this is a full-time, exempt position with benefits provided and a competitive salary based on experience. Benefits include health care, short-term disability, 10 paid holidays, accrued paid time off, matching retirement program, and the opportunity to remote work on occasion. Detailed conditions of employment and employee benefits are discussed in the Huron Pines Employee Handbook.

**Applications are due by October 22, 2021.** Interviews with top candidates will be conducted in November 2021. Huron Pines anticipates this position to start in January 2022.

**To apply, please send an email indicating the position you are applying for, along with a cover letter, resume and three references in PDF format to Tonya Clayton, Office and Data Manager [tonya@huronpines.org](mailto:tonya@huronpines.org)**

*Huron Pines provides equal employment opportunity and will not discriminate against an individual with respect to employment, compensation, term, condition, or privilege of employment, because of religion, race, color, national origin, age, sex (including pregnancy, gender identity and sexual orientation), sexual preference, height, weight, disability, genetic information, marital status or other legally protected status.*

9-23-2021