



Full Time Position Available Education Manager

The Watershed Institute is seeking an enthusiastic and motivated person with strong knowledge about water and watersheds for its award-winning environmental education program, located in the LEED-Platinum Watershed Center, on the 950-acre Watershed Reserve in Hopewell Township, New Jersey. Education staff conducts approximately 400 programs annually, reaching 10,000 people. Among these environmental science and ecology-based programs are school field trips addressing the Next Generation Science Standards, children's and family programs for the public, teacher workshops, and a summer nature camp. For more information about The Watershed Institute, visit www.thewatershed.org

Deadline: March 20, interviews rolling. Position begins March/April 2020.

Salary Range: \$40,000

Benefits: Health Insurance (medical, dental and vision), Insurance (life insurance, LTD), Vacation (15 days/per years 1-3) (20 days beginning year four), 2 personal days/year, and 10 sick days/year, 9 paid holidays/year, Retirement plan 403B.

Responsibilities:

- Manage program bookings for schools and birthday parties by scheduling groups appropriately, managing spaces and staff, invoicing, processing payments and keeping records. Remain knowledgeable on all offerings for these programs.
- Manage public program scheduling, publishing, registrations, recordkeeping, and payments, using the organization-wide calendar (Google Calendar) and the organization-wide registration and member management system (DoubleKnot).
- Coordinate with financial department, Camp Director, and Assistant Director of Education to manage scholarship program for summer camps and academies.
- Assist with all departmental job announcements, employment applications, and interview scheduling. Collect and process new hire onboarding paperwork.
- Coordinate with development and communications department on education program promotion by providing program reports and supplying public program content as requested for the quarterly newsletter, website, and social media.
- Record departmental income and expenses. Provide reports to financial department as requested.
- Create weekly, monthly, and yearly reports of program attendance and income.
- Create and update departmental brochures as needed.
- Manage and maintain accurate records in donor/member databases (DonorPerfect, DoubleKnot) as they pertain to education programs.
- Attend mandatory annual events (Butterfly Festival, FEST, and Annual Meeting).
- Assist at welcome desk as needed to process shop sales and program registrations.
- Develop systems for using Doubleknot for school programs.
- Assist in mentorship and supervision of interns and volunteers.
- Assist staff on occasional facility maintenance, office tasks, and other projects as necessary for the smooth operation of the facility.

General Qualifications:

- Bachelor's degree
- 3-5 years of leadership experience overseeing educational programs
- 2 years office management experience, preferably non-profit
- 2 years of experience supervising staff and volunteers
- Current First Aid and CPR/AED certification

Preferred Knowledge, Skills and Abilities:

- ✓ Strong organizational skills, attention to detail, and adherence to deadlines
- ✓ Demonstrated ability to work with computer systems and databases
- ✓ Pleasant, efficient, and knowledgeable customer service skills
- ✓ Able to learn new skills and systems quickly
- ✓ Able to solve problems and resolve customer issues
- ✓ Good safety awareness and judgment
- ✓ Strong spirit of cooperation and teamwork
- ✓ Experience teaching outdoor programs
- ✓ Knowledge of watersheds, water issues, and local natural history

Forward a cover letter, resume, and two letters of recommendation to the address below. The cover letter should include a statement describing what contribution you will make to strengthen our diverse working and learning environment.

Kevin Walsh, Deputy Director

The Watershed Institute

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