



## Position Description

Title: Education Program Coordinator

Category: Full time, Year-round, Paid with Benefits

Reports To: Director of Education

Supervises: Will assist in supervising seasonal education staff and interns, as well as serve as department supervisor in directors' absence.

FLSA Status: Non-Exempt

### Position Overview:

Under the direction of and working closely with the Director of Education the Program Coordinator will develop, coordinate, and reinforce educational programs offered by the Alaska Wildlife Conservation Center (AWCC). As a team member of a small not-for profit the ideal candidate will show their ability to work with flexibility shifting between coordinating programs and leading early career staff to serving as a support educator for team member's programs. The primary duties of this roll are split between program development, coordinating, education, administrative duties, and assisting with other tasks as assigned to maintain and move the education department forward. As our programs primarily feature Alaskan wildlife, history, and geography we are seeking an applicant with a background and knowledge in these areas, especially pertaining to the dynamic ecosystem of Portage Valley.

### Position Duties:

#### Interpretation and education

- Foster connections with wildlife and the natural world around us while highlighting the mission of AWCC
- Coordination of field trips and educational outreach events.
- Build on current K-12 program offerings on topics including wildlife, ice burgs, and bore tide, streamline field trip reservation process, and develop scholarship application process
- Develop and coordinate after school programs and weekend activities for students
- Build on daily programs offerings including topics addressing wildlife, geography, culture, and history

- Coordinate Educational events for public
- Coordinate and present daily programs for public
- Track program participation numbers
- Serve as a frontline interpreter and educator

### **Animal Care**

- Feed water and clean for animals used in educational programs as needed

### **Required Skills and Abilities**

- Ability to conceptualize, organize, motivate, and lead others to reach a shared vision and programming goals.
- Work proactively on all duties assigned to meet deadlines and build program resources in a timely manner
- 1-3 years of experience in similar field, some experience in leadership, supervising
- Ensures and helps to create a productive, fun, and positive work environment.
- Sustain a strong commitment to teamwork and communication at AWCC.
- Comfortable connecting with students across Alaska as well as across the country.
- Comfort and ability interpreting wildlife, geography, culture, and history of Alaska and Portage Valley
- Be comfortable working around animals in human care.
- Ability to work outdoors in extreme wind, temperatures, rain, and winter conditions.

### **Preferred Skills and abilities**

- Experience writing curriculum and aligning programs with science standards
- National Association of Interpretation Certified Guide
- Familiarity with virtual learning platforms
- Second language
- Demonstrate knowledge of health, care, behavior, and handling of wildlife
- Education related to wildlife biology, zoology, geography or similar
- Experience using Microsoft suite

### **Additional Requirements**

- Schedule will vary based on programming needs and season to include weekends, holidays, early morning, evenings, and over nights. Regular schedule will include weekends.
- Regular schedule will not exceed 40 hours per week. Exceptions exceeding 40 hours per week are subject to over time.
- BS or BA in a natural science or education, or equivalent work experience
- Must have valid driver's license with an acceptable driving record
- Must be able to pass background check
- Must have received or be willing to receive tetanus, rabies, and covid-19 vaccinations by date of hire to be considered. Proof of all three vaccinations required.
- Willingness to support other departments as necessary
- Perform other duties as assigned