Summary for Wetland Coordinator 2 Position:

The John Bunker Sands Wetland Center is in the community of Combine, 25 miles southeast of Dallas. Since 2010, the Wetland Center has been offering unique programs to grades 4th – 12th grade students, adults, and the general public. We are located in the Center of a 2000 acre constructed wetland. The Education Coordinator 2 works with the Education Manager to develop, implement and directly teach a broad range of programs for youth and adults that reflect the goals and mission of the Wetland Center. The Education Coordinator 2 has programming, planning, organizational and scheduling duties including lesson development and implementation of school programs, coordination of Educational Outreach, marketing and social media, technology oversight and other duties as assigned.

- Full-time, regular position, 40+ hours a week.
- Schedule is 5 days each week.
- Tuesday – Friday 8:00am-4:00pm, Saturdays 7:00am-4:00pm, with some evening programming.

Duties & Responsibilities:

- Create and implement education and public programs focusing on wetland ecosystems and surrounding habitats or students and adults.
- Ability to create program materials for various programming needs.
- Manage efforts in promoting the Wetland Center utilizing social media, newsletter, and the development of marketing flyers.
- Have ability to produce and edit video footage of Center and programming.
- Ability to trouble shoot basic problems with audio/visual and computer equipment.
- Coordinate all aspects of Educational Outreach – maintaining materials, communicating with venues, scheduling team members and follow-up.
- Develop “speakers bureau” for Center, scheduling outside presenters at the Center.
- Assist in creating newsletters and seasonal emails through Constant Contact.
- Assist in Special Event programming, coordination, development, and implementation.
- Coordinating programs and events for Wetland Center members.
- Serve as a public relations contact and advocate on behalf of the Wetland Center.
- Assist staff on facility maintenance, office tasks, and other projects as necessary for the smooth operation of the facility.

Qualifications:

- Associates degree required; Bachelor’s degree preferred.
- 3+ years' relevant experience in environmental education is required. An equivalent combination of education and experience will be considered.
- Excellent personal communication skills with staff, volunteers, general public, and other administrators.
• Experience teaching in an outdoor setting with the ability to demonstrate good organizational and communication skills.
• Experience designing environmental education with proven teaching and public speaking abilities.
• Excellent oral and written communications skills and the ability to effectively interact on the phone, in writing, personal interactions, and public speaking.
• Environmental Education proficiency and an understanding of trends and best practices within the nature center profession a plus.
• Understanding of current trends in technology and social media platforms.
• Ability to work and collaborate with others, including staff, volunteers, interns, and community partners.
• Skillful in creative planning and organizational ideas that add to and support our growing team.
• Proficient Computer skills required with Microsoft Office 365 (Word, Excel, Power Point, Publisher, Outlook), Constant Contact, Google Drive.
• Valid driver's license and personal transportation required for periodic errands.
• Engaging and dynamic personality.
• Comfortable working independently and collaboratively.
• Passionate about connecting with teachers, students, and adults in a natural setting.
• Love of nature, environmental education, and stewardship of earth’s natural resources.
• Attentive to details - Service oriented - Excellent organization skills.
• Skilled in identifying problems and brainstorming potential solutions.
• Special Project and other duties as assigned.

To Apply:

Send cover letter and current resume to Linda Dunn, Education Manager
ldunn@wetlandcenter.com or mail to 655 Martin Lane, Combine, Texas 75159

Applications will be accepted until position is filled – Start date by September 2021

John Bunker Sands Wetland Center Mission:
To educate the public and provide research opportunities in the areas of water reuse, quality, supply; wildlife conservation; and wetland systems.

John Bunker Sands Wetland Center Vision:
To engage and inspire 4th grade - High School students and adults to use resources sustainably and encourage pursuing careers in environmental science.

The John Bunker Sands Wetland Center is an equal opportunity organization that will not discriminate in its programs or hiring practices based on race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or identity, marital status, or political affiliation.