



EDUCATION PROGRAM MANAGER Job Description

<i>Reports to:</i>	Director of Operations
<i>Classification:</i>	Full-time permanent; exempt
<i>Supervises:</i>	Cool Schools Coordinators
<i>Salary Scale:</i>	Salary is commensurate with experience

The Texas Trees Foundation is currently seeking an Education Outreach Manager to oversee and support the design, coordination, and implementation of Texas Trees Foundation education outreach efforts. It is the philosophy of the Texas Trees Foundation that all programming is based in research and education to create a better-informed public and credentialed programming.

Position Description:

The Education Program Manager will focus 80% of their time on the management, education and evaluation efforts of the Cool Schools Outdoor Learning program and 20% of the time on urban forestry educational outreach to increase public awareness and participation in Texas Trees Foundation's mission. Areas of responsibility include supervision of no less than 2 school coordinators, resource development, education/training, evaluation protocols for the Cool School program, budget development and financial oversight of program budget and team leadership.

Organization: Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

Responsibilities:

Cool Schools

Management

- Oversee the implementation and expansion of TTF's "Cool School" program ensuring each school is on-task, on budget and are executed efficiently and effectively
- Manage Cool Schools budget and timelines
- Tracks the impact and efficiency of resource use in program execution
- Supervise full-time Cool Schools Coordinators
- Coordinate with contractors to ensure successful completion of campus programs
- Collaborate with TTF's management team to secure funding for educational activities

Education

- Collaborate and develop, with Dallas Independent School District and other ISD's in North Texas, STEM based, TEK's aligned Cool Schools curriculum and develop age-appropriate lessons, activities and materials for classroom, outdoor learning and extracurricular use to include volunteer activities
- Provide education and training to teachers involved in the Cool Schools program
- Secure CEU's for teacher training
- Understand and employs educational techniques and principles to ensure adequate transfer of knowledge to a varied constituent base

Resource Development

- Develop and monitor goals and performance measures for education events and programs, impact and activities
- Develop assessment tools and implement data collection and analysis to evaluate program and project success
- Maintain and expand sound relationships with partners at local and regional Independent School Districts.
- Partner with internal and external key stakeholders to ensure service excellence and operational and effectiveness in Texas Trees Foundation's grants, programs, events and activities
- Speak and communicate regularly with groups, garnering support for TTF's programs and activities
- Maintain a general technical knowledge of urban forestry and urban environmental issues

Urban Forestry Outreach

Education

- Identify opportunities to provide education and outreach to various audiences
- Identify research that supports the mission of the work of the Foundation
- Collaborate with other TTF personnel and partners on educational opportunities
- Oversee the management of the education page on the TTF website

Required Qualifications/Skills:

- Associates Degree in education, arboriculture, environmental science or related degree, or: and equivalent combination of education and experience. *Master's Degree preferred.*
- Three or more years of professional experience in education, volunteer management, or related field
- Practical experience managing and implementing environmental education or community-based programs
- Strong leadership skills, confident giving direction and managing people and activities
- Understanding of non-profit operations and guidelines.
- Organizational skills in all aspects of project management including monitoring progress, coordination among participants, and the reporting and communicating of current status.
- Excellent verbal and written communication skills to communicate technical concepts and program initiatives effectively in meetings, presentations, and conferences.
- Must be flexible to work evenings, weekends and extended hours when needed
- Demonstrated ability to develop and deliver fun, creative and entertaining environmental education programs for students of all ages.

Work Hours/Compensation:

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; personal and sick time and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

To Apply: Send resume, cover letter and references to Matt Grubisich at matt@texastrees.org by [DATE].

No telephone calls please.