

# Jo Daveiss Conservation Foundation

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www.jdcf.org

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## JOB DESCRIPTION

Revised: November 30, 2022

**POSITION TITLE:** Education and Outreach Manager - Fulltime

**SALARY:** \$40,000 - \$50,000

**SUPERVISOR:** Executive Director

**BENEFITS:** Health Insurance, simple IRA, paid time-off, flexible schedule

**LOCATION:** Elizabeth, IL

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### ESSENTIAL FUNCTIONS:

The Education and Outreach Manager educates and engages communities in ecological concepts and the overall mission of the Jo Daviess Conservation Foundation (JDCF). This includes developing, coordinating, and leading engaging educational programs aligned with natural cycles and observable phenomena. This position also works closely with volunteers who assist with the leadership of citizen science programs, youth and family programs, and accomplishing organizational goals.

This includes the following primary functions:

#### *Education Program Duties*

- Coordinate annual public programs aligned with seasonal natural phenomena.
- Develop, coordinate, and facilitate environmental education programs for less than 5 school field trips per year.
- Co-lead the coordination of speaker programs for large audiences.
- Maintain existing citizen science programs including bluebird monitoring, stream monitoring, monarch tagging, grassland bird surveys, and bumblebee surveys.
- Lead the coordination of volunteers for a one-week half-day camp in partnership with the Galena Arts and Recreation Center.
- Coordinate a training day for volunteer tour guides.
- Assist the part-time educator with facilitating an outdoor job readiness and applied sciences program for underserved youth enrolled in a local special education cooperative school.

#### *Community Engagement Duties*

- Maintain existing citizen science programs including bluebird monitoring, stream monitoring, monarch tagging, grassland bird surveys, and bumblebee surveys.
- Participate, occasionally, in workdays organized by volunteers.
- Manage, recruit, inspire, and empower volunteers for the education and outreach programs.
- Reach out to regional leaders in the conservation field for partnerships and learning opportunities.
- Identify underrepresented communities in the local conservation network and work to engage those communities.

#### *Administrative Duties*

- Participate in an ad hoc (7 – 9 months) committee charged with the restructuring of JDCF's Education and Outreach Program.
- Participate in an ad hoc (2 - 3 years) committee charged with the planning of an indigenous cultural center to serve as a platform for indigenous nations to tell their story via exhibits with no interpretation outside the Nations.
- Create and monitor budget for the education programs.
- Participate in weekly staff meetings.
- Collaborate as needed with other program leaders on joint projects or events.

- Maintain records of event attendees and volunteer hours.
- Seek/participate in professional development opportunities.

### ***Other Duties***

- Maintain the quality of program equipment such as dip nets, aerial nets, books, vials, loppers, compasses, visual aids, etc.
- Scout trails and surroundings for teachable phenomena.
- Build and maintain a personal connection with JDCF nature preserves in your own way.

### **BASIC QUALIFICATIONS:**

- Bachelor's degree or equivalent experience in a field that relates to the responsibilities of this position such as environmental education, natural resources, biology, forestry, animal ecology, community outreach and/or volunteer engagement.
- Experience in developing, coordinating, and presenting outreach and education programs in a non-formal outdoor setting.
- Ability to work collaboratively with staff and volunteers and take personal responsibility for completing a task to help accomplish a team goal.
- Desire to learn about the indigenous cultural influence in the region.
- Experience in reading weather forecasts and radar maps in preparation for outdoor programs and adapting program plans accordingly.
- Ability to operate common computer software such as Microsoft Office.
- Ability to learn how to use database apps.
- Current CPR/First Aid certifications preferred.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Skilled in self-awareness, social awareness, and relationship management.
- Proficient in communicating ecological concepts verbally to groups of all ages and backgrounds.
- Skilled in using hands-on or movement activities or games to represent ecological concepts.
- Skilled at organizing groups of people to complete a task.

### **BENEFITS:**

- This is a full-time position with potential for advancement.
- Starting salary is \$40,000 to \$50,000 per year, depending on experience.
- Two weeks paid vacation after 6 months of employment. Additional paid vacation is available depending on length of employment.
- Paid sick days and paid holidays.
- Group health insurance plan for employees.
- Eligibility for enrollment in JDCF's retirement plan after 6 months of employment.
- Flexible, "family-first" work schedule.
- Being part of a growing, dynamic, and impactful organization.
- Working in the Driftless Area of Jo Daviess County – a beautiful landscape of rolling hills, deep river valleys, a thriving tourist industry, low cost of living, and excellent recreational, entertainment, and educational opportunities.