



INLAND EMPIRE

RESOURCE CONSERVATION DISTRICT

POSITION VACANCY ANNOUNCEMENT: EDUCATION PROGRAMS MANAGER

Position Summary: The Education Programs Manager heads up IERCD's Education Department, and is responsible for ensuring full facilitation of IERCD's suite of all-ages virtual and in-person conservation education programming. These responsibilities include but are not limited to management of Department staff; development and management of project-specific and overall department budgets; grant research, acquisition, and management; support for staff facilitation of remote and in-person education programming across the District's service area including the Louis Robidoux Parkland and Pecan Grove (LRPPG); regular evaluation of program impact and costs; and partnership development.

BASIC SKILL REQUIREMENTS

- Knowledge of or willingness/ability to onboard on budget creation and tracking, and in grant research, acquisition, and management.
- Experience in design and facilitation of collaboration with existing and new partner organizations.
- Some experience working in virtual and in-person youth and adult conservation education settings, within multiple natural resources topics, particularly within disadvantaged communities
- Experience in supervising in a professional setting through employee performance observation, conduction of training sessions, and completion of annual review documentation.
- Excellent oral and written communication skills; ability to work effectively with area educators, community members, and youth.
- Possession of a current California Driver's License and auto insurance, as well as reliable transportation.

RESPONSIBILITIES OF EDUCATION PROGRAMS MANAGER

- Leads IERCD Education Department staff; areas of focus include staff mentoring and coordination; management of department workflow; and remediation of performance issues Works with IERCD Admin staff to create and maintain annual Education Department budget, including development of diversified revenue sources supporting staff and activities from fee-for-service and grant contracts.
- Advances existing and develops new strategic partnerships that further goals of IERCD's effective conservation education facilitation and resident benefit
- Works with leadership staff in the education department to identify opportunities for grant application and acquisition
- Works with Department staff to design and effectively facilitate IERCD's suite of in-person youth and adult education programs throughout the District's service area.

- Creates and facilitates regular qualitative and quantitative program evaluation informing approach and execution of community conservation education implemented alone and with partners
- Oversees IERCD Education Department content contribution to IERCD annual reports, Water Conservation program reports, District website, and any other reports as necessary.
- Represents Inland Empire Resource Conservation District at environmental education or other meetings as needed, along with other Department members.
- Performs other job-related duties as directed by supervisor.

EDUCATION/EXPERIENCE REQUIREMENTS

- Bachelor's Degree in related field **AND/OR** 3+ years of experience in managing staff working in one or more aspects of conservation education design, facilitation, evaluation, and/or funding support contributing to successful science-based community education.

SALARY

The position of Education Programs Manager is an exempt position. The salary for this position will depend on experience, within a range of \$82,000 – \$102,000,000 annual compensation.

BENEFITS

- The District provides \$847 monthly allowance toward the purchase of health, dental, and vision benefits for all IERCD full-time employees.
- Contributions towards California Public Employees Retirement (CalPERS) for the Education Programs Manager are fully funded by the IERCD. An optional supplemental CalPERS 457 plan is open to all IERCD CalPERS members, but is not further funded by the District.

IDEAL CANDIDATE:

The ideal candidate for the Education Programs Manager position will be committed to the mission and values of the Inland Empire Resource Conservation District and have a strong background in and/or willingness to learn partnership development and advancement; in successful engagement of all IERCD community members; in supporting underserved communities; and in continuing to build and support a growing team of educators. This person will be able to develop a comprehensive understanding of the role of the Department Manager relative to the role of the larger Conservation Education team, and best methods for internal collaboration within IERCD departments and teams. This ideal candidate will bring vision to the District's existing educational offerings, and creativity to new and in-development programming throughout IERCD's service area including Louis Robidoux Parkland and Pecan Grove. Finally, the ideal candidate is passionate, highly collaborative, and able to respond effectively to Department, staff and organizational changes and needs.

Please note, these are preferences for this position based on characteristics of individuals who have been most successful in this role. If your qualifications and/or academic and career history do not match the above, do not hesitate to address this in your letter of interest. We strongly encourage you to apply and let us know your ideas for this role and why your skillset makes you qualified to lead our passionate team of conservation educators.

HOW TO APPLY:

Please submit letter of interest and/or your resume to Valerie Velazquez at vvelazquez@iercd.org. We are taking letters and resumes until December, 2023.