

Education Coordinator

About the Organization

The Maryland Coastal Bays Program (MCBP) is a non-profit 501-C-3 organization dedicated to the conservation and protection of the waters and surrounding watershed of Maryland's coastal bays; to enhance their ecological values and sustainable use for both present and future generations.

As one of 28 National Estuary Programs throughout the country, MCBP relies on a broad partnership of individuals, organizations and agencies, representing numerous stakeholders and interested parties. The Foundation Board of Directors and Program Committees convene around the commonly-held goals of improving water quality, restoring habitat, conducting strong science, and encouraging stewardship while promoting our local economy.

Through its programs and staff, the MCBP Partnership undertakes collaborative restoration, research, and education projects in the Assawoman, Isle of Wight, Sinepuxent, Chincoteague, and Newport Bays, and St. Martin River: a dramatic and evolving mid-Atlantic coastline. Our partners include the towns of Ocean City and Berlin, the National Park Service, Worcester County, the U.S. Environmental Protection Agency, and the Maryland Departments of Natural Resources, Agriculture, Environment and Planning.

About the Position

The Education Coordinator is a regular full-time position (40 hours) weekly. This position functions as a vital part of our small but hard-working team and provides the lead to the organization's ongoing educational activities. Initiative is encouraged and enthusiasm and a positive attitude are a must.

The ability to interact with staff (at all levels) with a high degree of professionalism and confidentiality is crucial to this role. Strong written and verbal communication skills and attention to detail are equally important.

This position serves under the supervision of the Executive Director as the link between the MCBP and the K-12, college and university education sectors, special populations and general public.

This position:

Maintains close working relationships with K-12 and university education sectors;

Requires the ability to be comfortable working with all age groups and abilities;

Presents the science and technical information produced by the MCBP Partnership for use by students and educators in the classroom and field;

Understands a broad range of matters related to habitat restoration, living resources, and water quality issues, and is able to transfer that knowledge into a format that is easily understood by teachers and their students;

Is familiar with National and MD State Science Standards as well as programs and procedures of the Maryland educational system and state benchmarks for all subject areas;

Works with other educational and outreach programs around the country, including the other 27 National Estuary Programs, the U.S. EPA, NOAA, and various local, state, and national education organizations;

Coordinates and participates in public education and outreach activities and projects including:

- Works with the Ward Foundation with the Teacher Professional Development workshops.
- Works with the Assateague State Park on the Meaningful Watershed Experiences.
- Upward Bound Program
- Teacher Professional Workshops
- Environmental Education Workshops

Works closely with the Director and other MCBP staff in the development of an educational workplan for the Program;

Oversees the implementation of the education workplan;

Provides educational support and works closely with the Director to provide recommendations on educational matters relevant to the implementation of the Comprehensive Conservation Management Plan;

Works with other program staff in the development of the Annual Workplan and initiates development of other grant applications relevant to assigned action plans as needed;

Develops contract scopes of services and requests for proposals for educational and outreach projects relevant to assigned action plans;

Represents MCBP at meetings, committees, conferences, teacher workshops, in classrooms, and at public events as needed;

Attends advisory panels for education with other federal, state and local agencies;

Prepares and delivers formal and informal educational programs for teachers and students;

Works closely with the MCBP technical staff to develop and edit educational materials that are scientifically accurate;

Prepares correspondence dealing with educational matters, letters of support and EPA reporting for Director's signature;

Assists with the writing of press releases, newsletters and educational articles and provides editorial comment on materials being developed by other staff.

To be effective, this position must have the following attributes:

Have in-depth knowledge of their specific area of job responsibility, science subject matter and geographic location as it pertains to the Maryland Coastal Bays and watershed.

Be knowledgeable and able to interact with other agencies and groups related to their assigned responsibilities with the MCBP.

Be effective at facilitating groups of scientists, educators, resource managers, and public representatives, and possess the ability to guide these groups to consensus-based decisions.

The Education Coordinator must have strong interpersonal skills and a high degree of awareness and knowledge related to the responsibilities and position assigned by the Director.

Preferred Attributes for Consideration include:

- Bachelor's degree in environmental/biological sciences or related discipline and/or education or related discipline.
- Two years of experience implementing education programs and projects (Master's degree may substitute for one year of experience).
- Demonstrated proficiency in grant-writing.
- Strong organizational, detail oriented, and multi-tasking skills.
- Experience working with diverse populations, rural communities, and private landowners.
- Understanding of coastal natural resource issues and processes, particularly those that impact local habitat and water quality.
- Excellent oral and written communication skills.
- Proficiency with Office software, especially Word, Excel, Access, PowerPoint, and Adobe or other similar software.
- Eagerness to continue education through attending workshops, trainings, annual conferences, and independent study.
- A positive attitude and enthusiasm to function as a part of a team.
- Valid driver's license at time of hiring.

Work is performed under the supervision of the Executive Director. The employee receives general instructions regarding the scope and approach to projects and assignments. This position is subject to the Employee Handbook, Safety Policies, Background Check, Fiscal Policy, and all other MCBP policies. The Executive Director annually reviews employee's work to ensure that the determinations and decisions made by the employee are in compliance with MCBP's policies and procedures and review overall performance expectations.

Physical Demands and Work Environment

Work is performed in both an office environment and in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 30 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.

Compensation:

MCBP classifies the Education Coordinator as a Regular Full-Time Employee. The salary is dependent upon experience. The position is eligible for enrollment in MCBP's retirement program, and will receive holiday, vacation, and sick leave at a prorated rate.

Application Process:

To apply, please submit (mail or email):

1) A cover letter or statement of qualifications and interest and professional resume in one (1) document sent as a .pdf. The document should also contain three professional references.

The statement of qualifications should describe the applicant's relevant experience and interest in the position and not exceed one full, single spaced page. Applicants are encouraged to submit any additional information that will assist reviewers in evaluating their qualifications and fit for the position including writing samples, developed curriculum, etc., not exceed five pages in length. Contact information must include mailing address, phone number and email address. No new information will be accepted after the deadline unless otherwise requested by the MCBP. **Incomplete packets will not be considered.**

Applications will be accepted until the close of business, 5:00 pm, September 6, 2016.

Please email application materials to MCBP@MDCOASTALBAYS.ORG (Please contact us if you do not receive email confirmation that we have received your application). Applications may also be mailed to:

Attention: Education Coordinator Search
Maryland Coastal Bays Program
8219 Stephen Decatur Hwy, Berlin, MD 21811

The MCBP office is a friendly, supportive, and collaborative environment. This position will function as a vital part of our small but hard-working team and provide input to the organization's ongoing activities. Initiative will be encouraged and enthusiasm and a positive attitude are a must. Applicants with interest and/or experience in natural resource management are encouraged to apply.

The Maryland Coastal Bays Program is an equal opportunity employer.