



LEHIGH GAP NATURE CENTER

(Wildlife Information Center)

P.O. Box 198 • Slatington, PA 18080
610-760-8889 • www.lgnc.org • mail@lgnc.org

Job Announcement: Education & Outreach Coordinator

Lehigh Gap Nature Center (LGNC) is seeking an **Education & Outreach Coordinator** to oversee our educational outreach to schools and the general public. Under the supervision of the Executive Director, the Education & Outreach Coordinator will be responsible for managing education programs and events; leading environmental education programs; and directing a team of education volunteers and interns. This is a full-time, salaried position with benefits. Training will be provided to familiarize the employee with existing programs and partnerships.

Job Summary:

Title: Education & Outreach Coordinator **Reports to:** Executive Director

Responsible for: Environmental education; programs and events; education volunteers and interns

Compensation: \$40,000-\$50,000, plus benefits

Schedule: Full-time (40 hours), Monday-Friday; occasional weekends and evenings

Application Deadline: December 9, 2022 **Start Date:** January 2023

About Lehigh Gap Nature Center:

Nestled within the Kittatinny Ridge alongside the Lehigh River, LGNC is a 501(c)(3) nonprofit environmental education center and wildlife refuge. LGNC is the first and only environmental education center in the U.S. created from a federal Superfund site. Just two decades ago, much of the mountainside in our surrounding area was barren and lifeless, scarred by decades of industrial pollution. LGNC's efforts to revegetate several hundred acres of this former 'moonscape' have not only successfully restored life to the mountain, but they have also established a community resource that is now enjoyed by thousands of visitors annually. Rooted in this conservation work is an equally thriving environmental education program that reaches 10,000-plus people of all ages per year.

The mission of LGNC is *to improve the quality of life of present and future generations by protecting the wildlife and enhancing the habitats of our Refuge, the neighboring Kittatinny Ridge, and the Lehigh River Watershed through conservation, education, research, and outdoor recreation.*

We believe that diversity, equity, inclusion, and justice are critical to sustaining the conservation movement. We recognize that, in order to be equitable and sustainable, conservation must represent all people – especially those who, due to deeply rooted systemic barriers, have been excluded from the conservation conversation and disproportionately subjected to environmental injustice. We therefore commit to fostering inclusion by listening to the needs of our constituents to best understand community priorities, diversifying conservation leadership, and connecting people of all backgrounds with nature and the outdoors to broaden support for conservation.

Please visit www.lgnc.org to learn more and to read our strategic framework.



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Responsibilities:

The Education & Outreach Coordinator will be responsible for the following:

- Planning, scheduling, and coordinating education programs and events, including, but not limited to, field trips, in-school programs, after-school programs, summer camps, speaker series, and community programs
- Leading and implementing the above-described programs and events
- Managing field trip reservations and program invoices
- Hiring, training, supervising, and managing seasonal education interns
- Recruiting, training, and managing education volunteers for field trips
- Producing and disseminating communications, such as social media campaigns, emails, press releases, articles, and news interviews, directly pertaining to education programs
- Evaluating and maintaining records of education programs and events, and assisting other LGNC staff with grant reporting as needed
- Coordinating existing education partnerships
- Managing the education budget
- Performing other duties that may be assigned

Specific responsibilities will vary on a weekly and seasonal basis. The Education & Outreach Coordinator should generally expect to work during normal business hours Monday through Friday, as well as at least one evening and weekend day per month. The Education & Outreach Coordinator should be mindful of the peak education season of April through October and limit extended time off during this period.

Qualifications:

To be successful, the Education Coordinator **must**:

- Have a strong background in environmental science, biology, ecology, or related field(s)
- Be comfortable speaking publicly and have the ability to teach audiences of all ages
- Be comfortable working outdoors and have the ability to traverse rough terrain
- Be responsible, self-motivated, and flexible
- Have a positive attitude and a willingness to work independently and as part of a team
- Have strong organizational and record-keeping skills
- Be able to manage a range of tasks simultaneously
- Be willing to drive to education program sites, primarily in Allentown
- Be willing to learn on the job

Additional *preferred* qualifications include:

- Experience with environmental education, management, and/or communications
- Experience using the Google, Microsoft Office, and Adobe suites
- Fluency in Spanish

To Apply:

Send a résumé, contact information for two references, and a written cover letter or video application to Chad Schwartz, Executive Director, at chad.schwartz@lgnc.org.