



JOB ANNOUNCEMENT:

Title: Education Coordinator

Organization:

Plumas Audubon Society (PAS) promotes the understanding, appreciation, and protection of the biodiversity of the Feather River Region through education, research, and the restoration and conservation of natural ecosystems. Plumas Audubon Society is an independent chapter of the National Audubon Society, based in Quincy, California. Plumas Audubon has been serving the upper Feather River Watershed, throughout Plumas County and portions of Sierra and Lassen Counties for 35 years.

Position Description:

The Education Coordinator is responsible for implementing PAS's Birds and Climate Change curriculum as a part of our Plumas Environmental Education Program (PEEP).

This is a 10 hour per week position up to 220 hours with potential for growth in the future.

Program Description:

<http://www.plumasaudubon.org/plumas-environmental-education-program.html>

Birds & Climate Change Curriculum:

<http://www.plumasaudubon.org/birds-and-climate-change-curriculum.html>

Duties:

The Education Coordinator will perform the following responsibilities and will work alongside the Executive Director and Board of Directors to achieve grant deliverables and project goals of PEEP.

- Coordinate the development of community and school outreach programs utilizing PEEP curriculum, including scheduling and recruiting volunteers, preparation and revising of materials, ensuring access to teaching locations, and evaluations.
- Lead or assist teachers with field trips and/or in-class presentations using PEEP Birds & Climate Change Curriculum.
- Complete documentation during and following the completion of the project that summarizes outcomes and records the number of students reached.
- Work closely with PAS Education Chair and staff on the expansion and revision of PEEP curriculum and educational offerings. Research and generate funding leads.
- Provide PAS's Executive Director with statements of progress and accompanying digital media, periodically, to contribute to our website and seasonal Mountain Quail Newsletter.

Qualifications:

- Preferred: BA or BS in a related field.
- Experience coordinating youth groups and organizing field trips.
- Grant writing experience will provide room for growth within this role. In the past, PAS staff have written and received grants from EPA and other funders that have led to more hours to support this position.
- Familiarity with Plumas Outdoor Core program.
- Effective communication with partner organizations, school district officials, and teachers.
- Ability to work independently.
- General familiarity with birds of the Northern Sierra Nevada.

Compensation: \$20.00/hr

Application Instructions:

Send resume and cover letter to opportunities@plumasaudubon.org

Plumas Audubon Society is an equal opportunity employer.

Visit us at www.plumasaudubon.org