

JOB DESCRIPTION

POSITION: Education Program Manager, Community Engagement and Lifelong Learners
REPORTS TO: Director of Education
CLASSIFICATION: Exempt | Full-time
LOCATION: Long Beach | Hybrid
UPDATED: 11/13/2024

POSITION SUMMARY

The Education Program Manager, focused on Community Engagement and Lifelong Learners, plays a key role in creating and delivering a range of educational programs for adults and families to deepen public understanding and appreciation of Catalina Island’s unique ecology and natural history. This position oversees program implementation, including organizing and leading school trips, classroom visits, public lectures, guided excursions, and community events. Additionally, the Education Program Manager contributes to the development and upkeep of interpretation stations across various Conservancy venues and represents the Conservancy in external initiatives, consortiums, and working groups. This role also provides supervisory support in the absence of the Director of Education.

LOCATION

Hybrid role based in our Long Beach office, CA office, with remote work and frequent ferry travel to and from Catalina Island, as needed.

KEY RESPONSIBILITIES

Program Design, Development, Implementation, Logistical Coordination, and Evaluation

- Lead and oversee educational programs including:
 - Naturalist Training Program
 - Lecture Series
 - Community Interpretation Stations and Events
 - Education Art Meets Science Workshops
 - Expeditions into the Interior
 - Summer Naturalists Internship Program
 - Members’ Programming
 - Overtown K-12 field trips
- Partner with other departments to coordinate joint programming, providing content, pedagogical, and logistical guidance and support

- Collaborate with the Department of Education on interpretation initiatives at the Trailhead, Airport, and Wrigley Memorial & Botanic Garden, including visitor activities, interpretive panels, and educational publications
- Establish and maintain partnerships with Catalina’s residential and business community members to expand program impact and outreach
- Represent the Conservancy in selected external consortiums and working groups aligned with its mission and focus
- Act as a community liaison to enhance public understanding of the Conservancy’s work and stewardship efforts
- Contribute to developing training programs for internal stakeholders, departments, and volunteers

Program Administration and Support

- Set, monitor, and manage program budgets and purchases, ensuring alignment with available fiscal resources
- Oversee vehicle logistics, including fueling and maintenance, specific to the requirements of these programs
- Track program metrics and evaluation data, including instrument design and data collection, and support the Director of Education with final report creation
- Collaborate with the Director of Education and partners on grant applications, stewardship activities, and funder reporting
- Support the Director of Education in team meetings, donor engagement, and partnership-building efforts as needed
- Assist the Director of Education in departmental organization, strategic planning, and visioning

Supervisory Support

- Lead the hiring process and provide direct supervision for Naturalist Interns
- Supervise and mentor assigned education program staff
- Provide comprehensive supervisory support to the department in the Director of Education’s absence
- Review and submit timesheets when the Director of Education is unavailable

Additional Responsibilities

- Adapt to varying team assignments, special projects, and staffing needs by performing duties outside the regular job description as necessary to support overall team goals and organizational needs
- Maintain a safe and efficient work environment by performing all duties responsibly. Address hazardous or potentially unsafe conditions promptly by taking corrective actions and informing the appropriate parties

PHYSICAL REQUIREMENTS

- Must be able to occasionally lift and/or move up to 25 pounds
 - Ability to hike at least 5 miles over steep and rocky terrain
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QUALIFICATIONS

Skills & Abilities

- Strong understanding of ecological literacy, environmental education, and nature interpretation, particularly in relation to the human-nature relationship.
- Effective teaching and public speaking abilities, along with knowledge of diverse instructional methods and technologies suited for a variety of audiences
- Proficiency in Microsoft programs, data analysis tools, and creative software like Canva
- Experience in data analysis with the ability to construct and produce reports
- Proficiency in training evaluation techniques and approaches to assess learning outcomes
- Excellent organizational skills and attention to detail
- Ability to design, implement, and manage multiple projects, set and meet deadlines, and uphold organizational goals
- Skilled in communicating the Conservancy's mission and goals in an inspiring and compelling way to diverse audiences
- Existing knowledge of, or enthusiasm to develop, a deep understanding of the natural history of Southern California and the Channel Islands
- Creative and critical problem-solving skills for addressing complex conservation, facility operations, and land use challenges
- Flexibility to adapt to unexpected ecological (e.g., fire, drought, new invasions) or programmatic changes (e.g., shifts in priorities or funding) while maintaining progress toward program objectives
- Experience working effectively on interdisciplinary teams, balancing conservation, recreation, and education goals
- Strong prioritization skills with the ability to work independently in a high-visibility, fast-paced environment

Education & Experience

- Bachelor's degree in a related field (e.g., Natural Resources, Environmental Science, Biology, Ecology) with a minimum of 2 years of experience in natural resources, outdoor or environmental education, or interpretation, along with 3-5 years of teaching experience
- Must have a valid California driver's license with the ability to obtain a passenger endorsement
- Additional skills that would enhance effectiveness in this role include a Master's degree, familiarity with Catalina Island, a Commercial Driver's License, or Spanish language abilities

COMPENSATION & BENEFITS

ESTIMATED STARTING SALARY RANGE:

\$75,000 - \$80,000 annually, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

HOW TO APPLY

Please send your resume and cover letter directly to jobs@catalinaconservancy.org, listing the job title in the subject line.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands

Ecosystems” but also inspires the nearly 1.2 million visitors to other parts of the Island. Recreation, educational engagement, service opportunities, and partnerships connect the Island’s unique resources to people’s lives, inspiring environmental stewardship and action. The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.