

**Missouri River Relief  
Job Description 1/12/2015**

**Position:** Education Coordinator

**Reports to:** Executive Director

**Salary range:** \$28,000 to \$36,000

**Location:** Missouri River Relief Office, Columbia, MO

**Position Summary:**

The education coordinator is a fundamental position to the mission of Missouri River Relief. By advancing our current education goals, this position will allow Missouri River Relief to deliver environmental education on a much larger scale. The education coordinator will organize and implement learning festivals and service/learning programs that take place in conjunction with MRR's busy schedule of river clean-ups and environmental outreach programs. This position will be responsible for the continued development of MRR environmental curriculum for K-12 students and teachers, and will develop partnerships and sponsors that support MRR's education program.

**Education/Qualifications:**

**The following are essential qualifications:**

- Experience in environmental education, land management, or river-related conservation activities.
- Excellent verbal and written communication skills.
- Ability to present to a diverse audience with poise and confidence.
- Computer skills, including experience with MS Word, Excel and Outlook.
- A valid driver's license and proof of mandated state automobile insurance.
- Self-directed, with ability to plan daily, weekly tasks with minimal supervision.
- The desire and skills necessary to be accountable for assigned tasks.
- Good sense of humor; ability to keep things in perspective and handle challenging personal interactions.
- High level of comfort with handling finances; ability to use Excel to generate simple budget scenarios or to track expenses and event information.

**Core Competencies:**

To perform effectively in this position, the individual should demonstrate the following competencies. These core competencies represent effective administration of MRR and its programs fulfilling MRR's mission.

- High level of Management: Design and implement a comprehensive river education program for large groups of children and adults. In order to accomplish this, the candidate must have the ability to organize volunteers, manage a budget, measure results and develop a network of donors and other supporters.

- Job Knowledge: Comprehends the scientific principles of the Missouri River ecosystem and possesses the ability to deliver this information engagingly to diverse audiences
- Communication: Communicates effectively with multiple audiences using a variety of formats. Examples include: written communications that clearly outline the situation and action items; verbal presentations and briefings at conferences; presentations to the board of directors and other parties; presenting at local meetings and to outside groups regarding a variety of issues affecting MRR.
- Dependability: Seeks increased responsibility while remaining conscientious, thorough, accurate, and reliable with respect to achieving the organization's goals, and the needs of the project managers, staff and crew. This includes being available and responsive to issues and concerns as they arise.

#### **Performance Duties:**

- Responsible for developing, organizing, implementing and marketing educational programs targeting schools, community organizations, and citizens to increase public awareness and participation.
- Oversees activities associated with the planning and development of outreach programs.
- Works with MRR staff to prepare annual education program budget and event schedule for following year, for review by MRR crew members and board.
- Organizes and leads a minimum of five river education events annually from a variety of Event & Program Models listed below.
- Administers educational programs, activities and presentations to assure ongoing support, promotion and marketing of Missouri River education and community outreach/involvement programs.
- Oversees activities associated with planning and developing outreach programs including but not limited to: Watershed Festivals, "Day on the River" Education & Service Learning, River Excursions, workshops and the monthly Big Muddy Speaker Series.
- Designs, promotes and maintains the education program related to outreach efforts including: news releases, media announcements, in-house development of brochures, fliers, newspaper articles, websites and other media tools.
- Provides expertise to community organizations to encourage program development and public support for Missouri River environmental programs.

- Works directly with schools to increase participation in environmental programs and education.
- Researches and develops grant opportunities. Responsible for writing and submitting applications for funding; administers grants.
- Maintains, prepares and submits records for monthly, quarterly and annual reports.
- Creates and maintains a database of contacts from campus locations, civic and field-related organizations, and commercial entities.
- Recruits, trains, coordinates and supervises volunteers, works with MRR staff and consultants to establish a volunteer base to assist in the development of training materials and educational outreach/community involvement programs.
- Participates in local, regional, and national organizations focused on waste reduction/recycling and environmental programs.
- May travel to attend meetings, conferences, special events and training.

**Expectations:**

- Requires regional travel and flexible hours. Many weekend events are required.
- Strategic planning: analyzes work, sets goals, develops plans of action, and uses time effectively.
- Communication: uses effective verbal and written communication.
- Judgment: draws on core values, knowledge, and personal experience to make wise choices.
- Effectiveness under stress: demonstrates the ability to think, function and lead effectively under conditions of mental pressure and physical fatigue.
- Flexibility
- Assertiveness: demonstrates the ability to present and substantiate ideas that may not agree with the opinion of others and to effectively supervise staff, crew, volunteers and others to carry out the mission of MRR.

**We all must perform additional duties that may or may not be outside our specific area of expertise from time to time. The willingness that we exhibit to work as a team and to meet our challenges will be the key to our success.**

**We are an Equal Opportunity Employer granting equal employment opportunity to all qualified persons, without regard to race, color, gender, age, disability, religion, sexual orientation, national origin, or veteran status.**