



Environmental Education Specialist

Accepting applications until Feb. 15, 2018, or until filled

Overview:

Incorporated in 1971, the mission of the Citizens' Environmental Coalition is to **foster dialogue, education, and collaboration on environmental issues in the Houston / Gulf Coast region.**

Our vision is an environmental community recognized as a vital part of the fabric of our society. We connect concerned citizens and community leaders with more than 100 diverse environmental organizations. We share, support, and enhance their efforts as environmental advocates. We do this through our programs, which include events that enhance understanding and publications that give a balanced perspective on environmental issues.

The CEC has received support to hire an Environmental Education Specialist for two years to connect formal and informal educators with each other and with learners. The Specialist will manage [Here in Houston](#), the [Environmental Educators' Exchange](#), the [Wild About Houston Green Film Festival](#), and generally connect the environmental education community. The job will include fundraising for these programs and related activities. This is a staff position funded for two years; continuation is dependent upon additional funding. Compensation, including salary, benefits, and a flexible work schedule, will start at \$5,000/month, commensurate with experience.

Job Description:

Primary responsibilities will involve the following:

HERE IN HOUSTON (HEREINHOUSTON.ORG)

The purpose of *Here in Houston* (hereinhouston.org) is to design, curate, and produce environmental resources, curriculum, and workshops for school teachers, environmental educators, master naturalists, scout leaders, volunteers, and others interested in educating residents about the environment of the Gulf Coast region.

- Fully equip the hereinhouston.org website to ensure that both informal and formal educators have access to a wide variety of TEKS-aligned, high-quality lessons, videos, stories, maps, photos, and other resources about our local environment.
- Create new content and curate content created by the environmental community as needed.
- Ensure that local environmental groups advertise and promote the hereinhouston.org website and use the Specialist as a resource.
- Work with the Region IV Educational Service Center, Harris County Department of Education, and the Mayor's Office of Education to ensure that all 54 school districts within Region IV will know of and have access to quality environmental education materials.

ENVIRONMENTAL EDUCATORS' EXCHANGE

Coordinate the [Environmental Educators Exchange](#) (EEE). This group meets quarterly to allow environmental educators to exchange ideas, materials, and contacts.



WILD ABOUT HOUSTON GREEN FILM FESTIVAL

Coordinate the [Wild About Houston Green Film Festival](#) and related events. This environmental film event tells the stories of local environmental initiatives and champions, inspires action, and spurs the creation of such films. Related events include the monthly Houston Green Film Series.

ADDITIONAL RESPONSIBILITIES

- Seek and sustain funding for Here in Houston and related work
- Recruit, supervise, and collaborate with volunteers, interns, staff, and contractors
- Standard operational support activities and outreach
- Contribute to strategic planning for the organization
- Other duties as assigned

REQUIRED SKILLS/EXPERIENCE

- Experience with formal and informal environmental/outdoor education
- Experience supervising paid and/or unpaid staff
- Bachelor's degree (education, environmental studies, communication, or related degree preferred)
- Excellent written, in-person, and digital communication skills
- Strong collaboration skills
- Excellent organizational skills
- Ability to successfully interact with a wide variety of internal and external individuals, including CEC staff, board members, representatives of CEC member organizations, teachers, and donors and potential donors

PREFERRED SKILLS/EXPERIENCE

- Digital design, including graphic design, website development, social media, video production, email marketing
- Experience writing grant proposals and managing grants
- Teacher Certification and classroom experience
- Knowledge of curriculum development and pedagogy
- Experience managing a film festival or other events
- Bilingual Spanish and English
- Reliable transportation, valid driver's license

CEC is committed to diversity, equity, and inclusion, and encourages people of all backgrounds, experience, and perspectives to apply.

Email (preferred) or mail a cover letter and résumé to:

Citizens' Environmental Coalition
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