



# Environmental Education Specialist

Accepting applications until May 8, 2021, or until filled. To apply, send a résumé and cover letter to [greenjobs@cechouston.org](mailto:greenjobs@cechouston.org) and with the subject "Environmental Education Specialist." No phone calls please.

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.

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

## Job Description

The Environmental Education Specialist will work to connect formal and informal educators with each other and with learners. The Specialist will intentionally connect the environmental education community through strategic relationships.

This is a staff position funded for one year; continuation is dependent upon securing additional funding. The position will be for 32 hours/week. Benefits include 30 days of paid leave (holiday, vacation, sick, etc.), a flexible work schedule, and both virtual and in-person work.

Compensation will start at \$4,000/month, commensurate with experience. The CEC office is located in a historic school building in Houston's Old Sixth Ward.

Primary responsibilities will involve the following:

Community of Practice: Environmental Educators' Exchange

Support, strengthen, and grow a community of practice for formal and informal educators in the Houston region through in-person, virtual, and digital venues

- Coordinate regular meetings of the Environmental Educators Exchange, including virtual meet ups and field trips to allow environmental educators to exchange ideas, materials, and contacts.

- Support participation in regional, statewide, and national environmental education organizations and initiatives, including the Texas Association of Environmental Education, the North American Association for Environmental Education, the City of Houston's Climate Action Plan Education Committee, and the Texas Children in Nature Network.

## Marketing

Market environmental education opportunities and resources in the Houston/ Gulf Coast region

- Manage the hereinhouston.org website to ensure that both informal and formal educators have access to a wide variety of TEKS-aligned, high-quality resources about our local environment.
- Working with partners, 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.
- Produce CEC's environmental education newsletter.
- Manage social media assets of CEC's environmental education program.
- Present sessions with regional partners at regional, statewide and national environmental conferences to highlight Houston's growing environmental programs.
- Represent and network on behalf of Houston's EE community at regional, statewide and national stakeholder meetings.

## Professional Development

- Coordinate professional development opportunities for formal and informal educators.
- Coordinate professional development calendar.
- Provide professional development opportunities and facilitate offerings by others on an as-needed basis.
- Work with partners to ensure that all 54 school districts within Region IV will know of and have access to quality environmental education materials and professional development workshops.
- Work with corporate partners to highlight green careers for all students (possibly through spotlight videos, green job fairs, and formal education programs).
- Identify gaps in professional development opportunities and seek or create resources to fill identified gaps.

## Development and Grant Management

- Manage implementation of two grants already in progress, and manage one grant that begins in Fall 2021.
- Work collaboratively to solicit, with partners, funding for coordinated, collaborative, environmental education programs.
- Manage grant requirements and develop collaborative grant proposals.
- Build relationships with regional, statewide and national partners to acquire funding for targeted and necessary environmental education programs in our community.
- Seek and sustain funding for continuation of the program from a variety of sources.
- Manage grant writing, reporting and implementation; work with a grant writer to submit grant applications and meet grant requirements.

## Additional Responsibilities

- Recruit, supervise, and collaborate with volunteers, interns, staff, and contractors. Intern management is an important aspect of this position.
- Provide periodic reports on activities, including contributions to CEC's annual reports.
- Participate in board and committee meetings as appropriate.
- Standard operational support activities and outreach.
- Contribute to strategic planning for the organization.
- Advocate for diversity, equity, and inclusion within the organization and while working with partners.
- 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

- Fluent in written and spoken Spanish and/or other languages
- Volunteer and intern management experience
- Digital design, including graphic design, website development in WordPress, social media, video production, email marketing, general use of Salesforce
- Experience writing grant proposals and managing grants
- Knowledge of curriculum development and pedagogy
- Reliable transportation, valid driver's license

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