



A Partner in Education  
2415 Ave K  
Galveston, TX 77550  
409-770-0722  
[www.artistboat.org](http://www.artistboat.org)  
[info@artistboat.org](mailto:info@artistboat.org)

**Job Description:** Artist Boat, Inc  
**Title:** Habitat and Stewardship Program Manager  
**FLSA Status:** Salaried Exempt  
**Reports To:** Executive Director

**Job Purpose:** The Habitat and Stewardship Program Manager is primarily responsible for fostering, designing, managing, maintaining, and growing Artist Boat’s Habitat Restoration Adventure Program, on-campus Native-Scaping Program, and newly forming Coastal Heritage Preserve. A large focus of this program is on maintaining and fostering partnerships with a variety of entities to develop and implement habitat management and public access plans in the coastal environment, to restore habitats on barrier islands and Galveston Bay, and to bring K-Grey learners to the coastal environment for stewardship experiences. The goal of the Habitat and Stewardship Program is to deliver place-based and experiential learning to K-Grey learners and partners in order to build a stewardship ethic that results in restored, enhanced, and conserved lands that benefit the public and the wildlife in the coastal zone.

**Personality:** The Program Manager must be a highly motivated individual who is a natural leader that fosters collaboration and partnership; must be a planner who is deadline driven seeking to gain a high level of performance in the field of conservation; and must be able to enjoy working with people as much as being in the field as much as documenting and reporting on program achievements and/or data. The “desk” work must be as important as the field work. This person must value working with partners face to face and over the phone or via email after relationships have been firmly established.

**Essential Function:** It will be essential for the Program Manager to assure all components of grant contracts, partnership agreements and contracts, and teacher agreements for adventures programs are met to the standard agreed on and delivered on time. A vital role will be modeling for Eco-Art Educators and Habitat Specialists professional standards of program delivery, delegating to Eco-Art Educators and Habitat Specialists clearly and concisely so they are accountable and responsible for various program goals, and assuring a high level of standard is met for all components of the program that maintains and fosters Artist Boat’s reputation.

**Key Responsibilities:**

- Carries out the initiatives of the Executive Director and Board of Director in accordance with the strategic plan and leads Artist Boat in fulfilling its mission to promote awareness and preservation of coastal margins and the marine environment through the disciplines of the sciences and the arts.
- Assures compliance with USACE and other permitting agencies for all projects requiring permits.
- Manage, coordinate, design, implement and deliver programs funded by grants or partners to restore habitat (wetlands, dunes, and prairies); design and implement habitat management and public access plans for Artist Boat lands and partner lands (county, city, and individuals); and

establish mechanisms for volunteers to participate in leadership roles to foster stewardship of coastal ecosystems.

- Foster, maintain, and grow relationships with the Artist Boat partners, including other non-profit organizations, schools and school districts, funding agencies, local businesses, consultants, legislators, city and county governments, property owner associations, parks departments and boards, federal agencies, property owner associations, and others.
- Directly supervises the design, implementation, and delivery of Habitat Restoration and Stewardship programming.
- Directly supervises Eco-Art Educators working on Habitat Restoration and Stewardship and Eco-Art Adventures.
- Responsible for all components of safety and habitat restoration and stewardship training.
- Review and evaluate the results of Habitat Adventure Program activities and program staff; assist and recommend allocation of resources for program effectiveness and efficiency; daily supervision of Eco-Art Educator's tasks and time management goals; and assist in development of organizational and program policies regarding Habitat Restoration Program.
- Grants management and writing for habitat restoration and stewardship programming.
- Assures collection and record keeping of statistical data on demographics of the Habitat Adventure Program.
- Oversee the design and installation of schoolyard habitat enhancement and oversees progress of staff members delivering the program.
- Be willing and able to drive own vehicle to destinations through out the Galveston Bay region;
- Be able to drive a standard truck and tow kayak and / or habitat trailer.
- Be able to utilize personal cell phone to communicate with co-workers, partners, teachers, and some participants in the field;
- Be able to realize Artist Boat's classroom can be far reaching from Galveston Bay to the Coastal Bend and Bays. The last dune restoration target area was over 40 miles long and stretched between two counties.
- 

**Requirements:**

1 to 2 years experience in outdoors education, arts, and/or environmental education. 1 to 2 years coordination or project management in habitat restoration and/or natural resource management.

Bachelors of Science.

Starting Salary: Salary (\$30,000 to \$34,000) depending on experience, knowledge of Galveston Bay and Gulf environmental community, and proven ability to foster partnerships.

Please send cover letter, resume, copy of transcript, and three letters from professional references to Karla Klay, Executive Director via mail at 2415 Avenue K, Galveston, Texas 77550 through November 22, 2013.

Ready to fill position immediately and anticipated start date December 15, 2013. Artist Boat is a small and growing not for profit organization that needs dedicated and contributing employees who are personally committed to the environment and seek growth and leadership opportunities and challenges in order to pursue a life long career in environmental education and conservation. **Please do not call or email the Executive Director. Each applicant will be emailed a notification that his or her full application has been received.**

**Applications not containing all requested documents will not be reviewed or notified of receipt.**

