

Ecological Society of America
1990 M Street, NW
Suite 700
Washington, DC 20036
202.833.8773

Position Description

Date: May 1, 2019
Title: Education Programs Coordinator
Unit: Education and Diversity Programs
Supervisor: Teresa Mourad
Classification: Exempt

The primary duties of the Education Programs Coordinator will be to:

- Recruit, support and manage the Future Park Leaders of Emerging Change (FPL) Internship Program of the National Park Service.
- Support the education initiatives of the Ecological Society of America (ESA).

This is an entry level position contingent on available funding beyond 2020 and will focus 100% on the management of the FPL Internship Program in 2019. Beginning in 2020, this position will also be 50% FTE responsible for coordinating other ESA education initiatives.

Description of Duties

Duties related to Future Park Leaders of Emerging Change (FPL):

- Manage the recruitment, submissions, screening and review of applications to the NPS FPL Internship Program and respond to related queries
- Manage the FPL submissions and review platform and dedicated website
- Assist in the development of marketing tools and implement promotional strategies within higher education institutions across the US, with special attention to minority-serving institutions, schools with diverse student populations, minority student organizations, and programs within professional organizations
- Organize webinars or web conferences with students and/or mentors
- Assist with annual FPL student symposium
- Support the development of an Internship handbook and leadership plan
- Manage communications with applicants, mentors and NPS program managers as needed
- Manage the hiring, travel logistics, and travel reimbursements of student interns as required
- Administer evaluations and develop annual program reports

Duties related to other ESA education initiatives:

- Support ESA's EcoEd Digital Library including the submission, review, editing and maintenance of resources
- Build and maintain related project websites
- Organize all logistics and provide support for related workshops, events, or webinars
- Support the ESA Strategies for Ecology Education, Diversity and Sustainability (SEEDS) program as needed
- Other duties as assigned

Skills

- Demonstrated commitment to ecology or science education, college youth and diversity
- Well-organized, creative and energetic individual with project leadership experience
- Excellent verbal and written communication skills in English
- Ability to handle multiple tasks with attention to detail in a timely manner
- Experience in planning meetings and events for 10-200 people
- Able to interact cooperatively and effectively with staff, committees, students, faculty and other professionals.
- High degree of comfort interacting with people from diverse racial and ethnic backgrounds
- Experience in managing online database systems preferred (no computer programming skills needed)
- Experience in marketing and/or managing budgets or grants a plus.
- Some travel required.

For more information, please visit:

<http://futureparkleaders.org/>

<https://www.esa.org/programs/ecology-education/>

<https://www.esa.org/seeds>

Qualifications:

Minimum: Bachelors Degree in ecology, or education, communications or related fields.

Master's Degree desirable.

Note: Candidate is expected to begin the position by August 1, 2019

To Apply: Send resume, cover letter with 3 references via email to education@esa.org. On Email Subject line, please state: "Education Programs Coordinator YOUR NAME". Candidates will be screened and interviews begun after May 24, 2019. Applications are accepted until the position is filled. Due to the volume of applications anticipated, only shortlisted candidates will be contacted. Please do not call or email ESA staff.

ESA is committed to a diverse workforce and is an Equal Opportunity Employer.