

**Willard G. Pierce and Jessie M. Pierce Foundation, dba
PIERCE CEDAR CREEK INSTITUTE**

POSITION DESCRIPTION

TITLE: Community Program Manager

REPORTS TO: Education Director

STATUS: Hourly Part-Time (NON-EXEMPT), 36 Hours per week

PAY RANGE: \$21-\$22 per hour (based on experience)

UPDATED: May 2024

BROAD FUNCTION: The Community Program Manager is responsible for supporting the mission of Pierce Cedar Creek Institute through the development, execution, and dissemination of educational programs for the community, Institute members, and visitors.

PERFORMANCE MEASUREMENTS:

- Develop and lead high quality, effective environmental education programs.
- Produce and manage an annual program plan, timeline, and budget.
- Produce and manage an effective record-keeping and evaluation system.
- Manage and develop internal and external resources.
- Manage strategic plan formulation and evaluation, ensuring progress is achieved and goals are met in areas of responsibility.
- Ensure duties and activities are completed on time and within budget.
- Manage volunteer staff related to community programs.

ACCOUNTABILITY: The Community Program Manager is accountable to the Education Director.

PRIMARY DUTIES AND ACTIVITIES:

- Develop, schedule, and implement education programming and curricula for the general public and Institute members, including; hikes, family programs, arts and crafts, and environmental sustainability workshops.
- Develop and implement methods to evaluate existing and new programs, working with Institute staff to develop strategies for pricing and promotions of programs.
- Work with the Education Director in support of environmental education programs for pre-K through 12th grade students.
- Work with the Marketing Coordinator and Education Director to identify projects for volunteers and supervise their work with educational programs.
- Serve on the Volunteer Committee to promote volunteer opportunities, trainings, and help plan appreciation events.
- Serve the Institute as guest presenter as required.

- Coordinate and manage Outreach and Education Advisory Group meetings and efforts.
- Oversee inventory of community program supplies and resources.
- Provide environmental training to staff and volunteers as needed.
- Provide environmental education materials for the Institute website, newsletter, and other outreach media.
- Maintain a current working knowledge and professional working relationships in all aspects of job requirements.
- Assist other staff members as needed in coordinating and carrying out the mission of the Institute.
- All other duties as assigned by the Education Director.

POSITION REQUIREMENTS:

- Ability to develop relationships and resources that enhance and strengthen the educational efforts of the Institute's mission.
- Bachelor's degree in environmental education, natural sciences, biology, or related field.
- Ability to teach and present ideas effectively and exhibit a general comfort with a diversity of audiences and settings.
- Proven writing ability with strong command of grammar and excellent proofreading skills.
- Strong organizational skills, ability to multi-task, adapt to change, and to develop plans and timelines and follow through to completion.
- Strong ability to work both collaboratively and independently.
- Ability to work outside in various weather conditions, and must be able to occasionally lift up to 30 pounds and walk, stand, and sit for extended periods of time.
- Ability to work with and supervise volunteers.
- Computer skills and working knowledge of Microsoft Office software as well as Zoom webinars and meetings.
- Commitment to the Pierce Cedar Creek Institute mission.

ORGANIZATIONAL RESPONSIBILITY: The Community Program Manager is charged with development and implementation of education programming and curriculum that meets the mission and strategic plan of the Institute. The Community Program Manager will work in conjunction with other staff as needed to meet this responsibility.

PLANNING & BUDGETING RESPONSIBILITY:

- Initiate and follow-through with planning efforts, including strategic planning metrics.
- Develop and track annual budget for community programs.

SUPERVISORY RESPONSIBILITY: The Community Program Manager is responsible for supervision of volunteers in area of responsibility.

To apply, please send your resume and a cover letter to Education Director Sara Syswerda at ssyswerda@cedarcreekinstitute.org