

# **Legacy, Inc.**

## **Job Description**

### **Education Programs Coordinator**

**Approved by the Board of Directors on \_\_\_\_\_.**

Draft as of May 1, 2023

#### **Job Summary**

Plans, coordinates, delivers, and manages outreach education programs while accomplishing the goals and objectives of Legacy's mission: "To be Alabama's primary source for science-based environmental information and education while cultivating a legacy of environmental stewardship for generations to come." A love of nature and science is a must.

#### **Position Description:**

- This position is supervised by Legacy's Executive Director.
- Coordinate and deliver Legacy's K-12, college/university, and adult environmental education programs to include teacher workshops, school programs, and public presentations
- Organize and implement teacher training workshops and environmental programs/competitions
- Serve as staff liaison to Legacy's Education Committee and other Legacy committees as needed
- Serve as Legacy liaison to other environmental organizations
- Assist with marketing of Legacy programs
- In coordination with the Executive Director, solicit in-kind and financial support
- Support Legacy grant funding searches, grant applications, and grant execution
- In coordination with the Education Committee, serve as Legacy representative at environmental education workshops, trade shows, and conferences
- Coordinate development, updates, and revisions to all educational program materials
- Promote the "Protect Our Environment" license tag
- Partner, as approved, with other organizations offering teacher training workshops
- Assist as needed with planning and execution of Environmental Partnership Conference or other adult educational sessions and programs
- Assist the Executive Director in developing short-range and long-range plans for Legacy
- Manage the online presence of Legacy in coordination with the Executive Director
- Work with education animals including snakes
- Oversee cleaning and feeding education animals
- Other duties as assigned

#### **Necessary or Preferred Skills and Abilities:**

- Bachelor's degree required, Master's degree preferred
- Prior classroom teaching experience preferred
- Environmental education experience preferred
- Knowledge of Alabama's K - 12 programs and teaching requirements
- General knowledge of Alabama college/university and adult education programs
- Effective communication skills and public speaking ability

- Experience with website management, email, social media, and other outreach technology
- Ability to manage multiple tasks simultaneously
- Ability to manage a budget
- Proven leadership skills
- Willingness to travel in Alabama including overnight stays
- Ability to lift and load/unload exhibits and animals