



## JOB ANNOUNCEMENT

Anza-Borrego Foundation (ABF) is the official nonprofit partner of Anza-Borrego Desert State Park. We raise funds for initiatives in the Park, acquire land for conservation, educate the public about the Park's resources, and fund research relevant to our region. ABF also operates two retail locations that sell interpretive merchandise like books, apparel and that helps visitors discover and remember the wonders of the park. Our small, dedicated staff—together with board and volunteers—works hard to protect the park and cultivate an understanding and appreciation of this land.

### Title: Education Coordinator

#### Position Summary

ABF is seeking an experienced and motivated education coordinator to join our small nonprofit team. This full-time role will be responsible for coordinating and facilitating outdoor education programs for people of all ages. This position will ensure the success of all programs, from start to completion: program itinerary development, instructor scheduling, logistic planning, implementation, and evaluation. This person must be comfortable leading groups of people outdoors in Anza-Borrego Desert State Park.

**Start Date:** September 1, 2024

**Reports to:** Education Manager

**Compensation Range:** \$27 - \$30 per hour

**How to apply:** Applications will be accepted and reviewed on a rolling basis until we find the right candidate. **Email a cover letter and resume to Education Manager Samantha Young: [samantha@theabf.org](mailto:samantha@theabf.org).** Your cover letter must describe your interest in the position, or your application will not be reviewed.

#### ESSENTIAL DUTIES

##### Coordinate Education Programs (60%):

- Work with the Education Manager to plan Adult Education Programs and Youth & Family Education Programs. Programs may include hikes, camping, retreats, guided drives, lectures, natural resources field trips, etc. for youth and adults.

- Schedule and confirm course instructors for education programs; create clear protocols for regular communication.
- Ensure the success of all education programs by coordinating itineraries, logistics, payments, and securing necessary supplies.
- Work with ABF Community Engagement Coordinator to secure volunteers to support programs.
- Prepare program evaluations and pre & post event emails.
- Track expenses and communicate regularly with Education Manager.

#### **Facilitate Adult Education Programs (30%):**

- Ensure the successful implementation of Adult Education Programs (as needed) by preparing materials, greeting the course instructor, assisting participants throughout the entirety of the program, and carrying out safety protocols, etc.
- For most programs, the Education Coordinator will act as a host representing Anza-Borrego Foundation and ensuring things run smoothly and will not be the main instructor/presenter.

#### **Related Program Activities (10%):**

- Assist with program marketing, including writing program summaries and distributing flyers.
- Prepare written reporting on program impacts, use of funds, and grant writing.
- Manage visits, phone calls, and emails from visitors looking for information about the Park and Foundation.

### **QUALIFICATIONS**

The ideal Education Coordinator must demonstrate the following experience, skills, and knowledge to successfully perform the essential responsibilities:

- At least two years of experience in program coordination. After the initial training period, this role will be given independence to coordinate and ensure that education programs run smoothly. Experience coordinating is a must!
- Excellent written and verbal communication skills, as this role will be dealing with the public both virtually and in person.
- Experience with adult outdoor or nature education a plus.
- Willingness to attain Wilderness First Aid or First Responder certification upon hire.
- A commitment to uphold and implement Anza-Borrego Foundation's mission and values including conserving our parks and open spaces, and responsible recreation.
- Willingness and availability to work a flexible schedule depending on education program needs, with significant advance notice and scheduling. Programs occur on both weekdays and weekends. Some programs include late hours and early mornings.
- Comfort and experience guiding groups outdoors. Almost all education programs occur outside in Anza-Borrego Desert State Park. This person must be comfortable spending long hours outside and in variable environmental desert conditions.
- Specific knowledge of the ecosystem is NOT required - training will be provided in context specific to this ecosystem and Anza-Borrego Desert State Park. A willingness to learn and then relay knowledge gained is required.

- Ability to easily talk about all program areas of Anza-Borrego Foundation with program participants and potential members/donors.
- Ability to navigate tough conversations with integrity and professionalism.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Computer Skills: knowledge of internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include internet, email, copy machines and telephone.
- Willing to live within driving distance to work from our Borrego Springs office and be in the Park as needed.

**Supervisory Responsibilities:** This job has no supervisory duties.

**Benefits:** PTO and sick leave plan, employer funded health and dental insurance, wellness reimbursement, optional Retirement Savings Program, monthly cell phone stipend, 50% off merchandise in our retail stores.

**Job Location:** Hybrid or fully in-person at the ABF admin office in Borrego Springs, California.

This position requires the applicant to be present at single-day and multi-day events in Borrego Springs, CA, or other locations within Anza-Borrego Desert State Park. Events may occur during the week or over the weekend, often one or two events per week during the season (October – May). While the applicant does not need to be a resident of Borrego Springs, they must be willing to travel and stay overnight for multiple days during programs. Assistance with accommodations may be available while on site for programs in Borrego Springs.

**Job Type:** Non-exempt, full-time.

*Anza-Borrego Foundation is an equal opportunity employer. We welcome qualified applicants from all backgrounds to apply. We value, advocate for and support inclusion throughout our organization. We embrace a respectful, diverse environment for employees and the people that we serve.*