POSITION: Environmental Education Manager   
DEPARTMENT: Green Infrastructure   
FLSA: Full time, Salary   
REPORTS TO: Director of Green Infrastructure

SUMMARY:

The Environmental Education Manager is responsible for directing the strategic development of Adult and Youth environmental education programs that meets Greening of Detroit and the Green Infrastructure Department Vision statements. S/he will coordinate and implement innovative place-based Environmental Education curriculum in traditional and outdoor classrooms. S/he will have good knowledge of current and breaking trends in Environmental Education. The Environmental Education Manager will be responsible for developing multiple phased citizen and volunteer programs that will provide residents with the knowledge, communication tools, and leadership skills to manage vacant spaces and help preserve and restore natural environments. The Environmental Education Manager will be responsible for developing, organizing and facilitating environmental education related events, conferences, youth camps and current projects. S/he will work with our development staff to raise funds to increase our capacity to achieve our education goals.

POSITION RESPONSIBILITIES:

• Raise the national profile of Greening’s Green Infrastructure operation
  o Network with local, state, and regional educators
  o Liaison to Detroit Public schools and academies and Detroit Charter schools
  o Present at state, regional and national conferences

• Develop, expand and manage Green Infrastructure Environmental Education program.
• Supervise TGOD GI department Environmental Education program associates and interns.
• Produce fundable project plans to expand Environmental Education programming at TGOD.
• Work with local universities and researchers to develop fundable Environmental Education opportunities.
• Review and coordinate grant and other funding package submissions when opportunities present.
• Coordinate with TGOD staff, residents and stakeholders to implement funded projects.
• Manage and evaluate current TGOD programs for improvement and relevance.
• Lead the review, revision and implementation of the Environmental Education Program Plans, revisiting regularly and incorporating contemporary fundable environmental education ideas.
• Develop and expand Citizen Forester program to include a wide range of volunteer stewardship/leadership opportunities.
• Develop partnerships with existing organizations to provide diverse educational programs and develop new partnerships where opportunities exist.
• Develop annual operating budget for the TGOD Environmental Education program
• Serve as department liaison to Education committee.
• Work with TGOD Community Engagement Coordinator and Community Foresters to develop community youth planting opportunities.
• Collaborate with and expand TGOD partnerships with environmental organizations and/or local, state and national government agencies, and in general represent TGOD’s mission to create a healthy and sustainable environment in Detroit.
• Demonstrate sound time management skills by effectively and efficiently organizing, prioritizing and completing assignments in a timely manner.
• Encourage sharing of resources between departments

Department and The Greening of Detroit Responsibilities

• Facilitate community and staff education as it relates to planting and maintenance operations
• Provides instruction at Greening educational programs
• Assist in all other tasks involved with the promotion, operation and support of The Greening of Detroit as directed by the President of The Greening of Detroit
The ideal candidate will hold a Bachelor degree in Education or Environment/Conservation-related field and two years experience in the Environmental Education field (either youth, adult or both). Candidates will be considered who have not achieved a bachelor’s degree but who have significant experience in the field and have completed specific coursework or continuing education in environmental education. Candidates should have experience managing personnel and/or volunteers.

KNOWLEDGE, SKILLS AND ABILITIES:
Candidates should have knowledge, skills and abilities in the following areas:

- Development and operation of a stewardship project, program and/or network;
- Experience managing Environmental Education program(s) in a diverse urban city;
- A passionate commitment to Environmental Education and to creating an environment where resident environmental stewards can develop strong values, social conscience and conviction to improve their environs.
- Be an independent worker with excellent organizational and interpersonal skills;
- Possess good writing and communication skills;
- Fluent in English (Spanish preferred as well);
- Proficiency in the usage of Microsoft Office suite programming;
- Possess strong leadership skills and planning background;
- Ability to supervise, develop and motivate community stewards.
- Have strong professionalism even in sometimes chaotic environments, maintain a good work ethic and possess skills in conflict resolution.
- Must be able to attend evening community meetings and weekend planting projects.
- Experience managing volunteers and community groups
- Possess the capabilities to lead a team of young adults while multi-tasking.
- Candidates must also display professionalism, independent judgment and decision-making ability, self-motivation and a team mentality.
- Must be willing to work in a diverse work environment, retain excellent communication and organizational skills, a genuine appreciation for the urban environment, and have a proven ability to create successful partnerships.
- Candidate must possess or be able to acquire a valid Chauffeur’s License.

Applicants should send a cover letter and resume by March 20, 2015 to Dean Hay at recruiting@greeningofdetroit.com