



Job Opening: Education Coordinator- Friends of Pheasant Branch Conservancy

**Mission:**

The Friends of Pheasant Branch Conservancy (FOPBC) is a non-profit organization in Middleton, WI with a mission to restore, protect, and promote the Pheasant Branch Conservancy and watershed for today and tomorrow. This drives our programs and decisions as we advocate for the Conservancy and do our physical, informational, and educational work.

**Position Summary**

We are looking for an ambitious individual to fill our part-time contract position for our Education Coordinator role. This role will average roughly 15 hrs/week and primarily be working from home as well as the ability to travel to Pheasant Branch Conservancy for field trips and events.

A computer will be provided to complete the job requirements.

**Job Details**

- Managing and coordinating educational field trips, programs, and events
- Overseeing curriculum development for field trips
- Supporting the business of the Friends 'Education Committee
- Develop marketing materials and coordination of advertisement for events
- Recruiting, training, and managing volunteer educators and naturalists
- Managing social media accounts for the Friends
- Establishing a new FOPBC citizen science project(s)

**Salary Information**

Compensation for the Education Coordinator's work will be as an independent contractor on an hourly basis. The EC will be compensated for an average of 15 hours per week at \$23.00 per hour not to exceed \$17,250 annually plus a \$750 stipend to develop a citizen science project(s).

**Qualifications**

- Willingness to learn and ability to be flexible
- Ability to work independently as well as on a team
- Excellent organizational and problem-solving skills
- Previous experience working with children in formal and/or informal educational settings
- Background/experience in environmental science, education, natural science, or a related field
- Experience in working with Microsoft 365 Suite of apps and services" and "Affinity Designer, Adobe Photoshop, Adobe Illustrator, Canva or other similar graphic design software.
- Familiarity with social media accounts (Facebook, Instagram, LinkedIn)
- Ability to research potential grants and experience in grant writing would be helpful.

**How To Apply**

Please send a resume, cover letter, and 3 references to Education Chair Deb Weitzel at [debraw@chorus.net](mailto:debraw@chorus.net) by February 12, 2023.