**Agassiz ELC Education Program Director Job Announcement**

**JOB OPPORTUNITY**

The Agassiz Environmental Learning Center, Fertile, MN, is seeking an Education Director.

**Minimum Qualifications:** Two-year Associate Degree preferably in education, environmental science, interpretation or related field of study. Desirable to have grant, fundraising, and report writing experience.

**Experience:** Prior environmental educational experience with K-12 students and/or with the general public.

**Starting Salary:** Salary based on education and experience. **Hours:** Minimum of 20 hours per week. This position offers no benefits.

Complete job description, application and application procedure can be found at <https://aelcfertile.org> or contact Lisa Liden at the Fertile City Office at 218-945-3136, located at 101 South Mill Street, Fertile MN 56540.

**Applications due November 15th, 2019, 4:30 pm.**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Agassiz Environmental Learning Center Education Director Job Description**

**Job Title:** Education Director

Agassiz Environmental Learning Center (AELC) seeks a passionate and versatile Education Director to further develop the AELC as a hub of local nature experience and environmental education for local and regional audiences. The mission of the center is to foster a greater understanding of the interrelationships between humans and nature through an authentic connection to the Fertile Sand Hills.

AELC's location along the Sand Hill River in the Fertile Sand Hills provides ongoing opportunities for raising public appreciation of nature, empowering local residents through fun hands-on learning experiences and diverse recreation opportunities. The nature center operates year-round, providing unique learning experiences through school field trips, public programs, outreach programming and more.

**Position Description:** The Education Director is a part-time position at the AELC beginning as soon as the position can be filled. Compensation will be commensurate based on education and experience. Fringe benefits are not included.

**Job duties include but not limited to:**

* Conduct and create educational programming, develop curriculum and activities that will provide an authentic connection to the Fertile Sand Hills.
* Engage youth, teachers, and the public in developing environmental awareness, with the unique ecosystems of the Fertile Sand Hills as a natural connection.
* Lead development, planning, scheduling and delivery of environmental education

programs in the classroom and Fertile Sand Hills.

* Develop curriculum-based resources and provide support for other educators.
* Write resource material, including hard-copy, online, and multimedia publications.
* Develop and deliver presentations to area schools, communities and businesses on a variety of environmental topics.
* Build and maintain relationships with community partners including; schools, businesses, and other organizations.
* Develop and implement communication plans and programs, including but not limited to website, social media, news releases, newsletter, and membership appeals.
* Manage budgets and prepare grant proposals.
* Work with various committees of the AELC as relates to AELC program delivery and recreation offerings.
* Report to the AELC Board of Directors scheduled meetings and submit short written reports describing programming and related activities.

**Key Skills/Attributes:**

* A strong natural leadership ability. Comfortable with staff and volunteer recruitment, development, education, retention and evaluation. A solid knowledge of environmental awareness, education and outreach.
* Experience with board, staff, volunteer, and committee operations including strategic planning, fund-raising, partnership building, public relations and marketing.
* An ability to implement a vision based on the mission and strategic plan.
* Competent program management and communication skills.
* Ability to learn NW Minnesota flora and fauna.

\*This job description is not intended to be all-inclusive. The employee will also perform other reasonably related activities as assigned by the Director or Board.

\*Any educational materials developed and/or created by the Education Director are property of AELC.

**Minimum Qualifications:** Two-year Associate Degree preferably in education, environmental science, interpretation or related field of study.  Should have prior educational experience with K-12 students. Desirable to have grant, fundraising, and report writing experience.

**Application Procedure:** Interested applicants need to submit a cover letter, resume, statement of teaching philosophy and official transcript(s) by **November 15th, 2019, 4:30pm**. Applications may be submitted electronically to Wendell Johnson, wendelldeanjohnson@gmail.com. For more information on the application procedure and/or a complete job description, contact Lisa Liden at the Fertile City Office at 218-945-3136 located at 101 South Mill Street, Fertile MN 56540.

Final job offer is contingent upon complete application procedure as stated and passing a background check.