Position Description
School Programs Manager

Position Type: Full Time, Hourly, Non-Exempt
Salary: $14.50/hour starting, DOE
Benefits: Health, Life & LTD insurance, paid vacation, sick, holidays, membership privileges, 403(b)

Fontenelle Forest is seeking a full time School Programs Manager to join our team. Fontenelle Forest values its employees and is committed to maintaining a positive working environment; a culture and a value proposition that attracts and retains top, diverse talent. Beyond a personal commitment to diversity, equity and inclusion, we are looking for candidates with past experience integrating equity and inclusion best practices into program management, program development, and program implementation. People who have lived experience in historically marginalized and excluded communities are especially encouraged to apply.

The ideal candidate for this leadership role will be an experienced team leader; a collaborator and partnership builder; and, achievement-oriented. The School Programs Manager leads the development and delivery of K-12 standards-based learning, teacher education and afterschool programs. The School Programs Manager is responsible for a wide variety of environmental and nature-based education. This role requires knowledge of Nebraska state science standards, formal, and informal education. This is a full time position with some weekend and/or evening hours required. This position reports to the Director or Education or its appointee.

Primary Duties:
- Recruit, manage, train, and schedule part-time Naturalist Educators for school and after-school programs
- Identify, secure, and manage school and off-site after-school partnerships
- Develop and implement nature-based school program offerings that conform with curriculum standards and informal environmental education best practices
- Develop and implement workshops and materials to support formal education teachers
- Develop income and expense plan for existing and new programs
- Implement evaluation and reporting for programs
- Support the Director of Education and Development with grant-funded programs for school-day, teacher, and after-school programs

Other Duties:
- Attend organizational and departmental staff meetings and trainings
- Assist in planning and leading additional education programs as needed
- Attend professional development and networking opportunities
- Perform other duties as assigned

Skills/Abilities:
- Strong written and verbal communication skills
- Experience setting goals, establishing deadlines, and accomplishing projects independently
- Experience developing and/or managing budgets
- Experience working with students from diverse socioeconomic backgrounds
Experience supervising a team and build strong working relationships with supervisor and co-workers

Experience integrating equity and inclusion best practices into program management, program development, and program implementation

Ability to prioritize and work on multiple projects simultaneously

Experience developing and growing strategic partnerships preferred

Familiarity and comfortability working with e-mail, Microsoft Office software, and database systems (Altru, Microsoft Excel)

Ability to pass a background check

Must maintain valid driver’s license and be insurable

Education/Experience:

Bachelor’s degree in education, educational interpretation, environmental science, or other related fields

A minimum of 3 years experience in the field of education, nature centers, environmental conservation, or other related fields with management experience preferred, or an equivalent combination of relevant work and educational experience

Understanding of educational theory & pedagogy as it applies to working in an informal setting preferred

Experience developing programs for K-12 students or teachers

Certifications in Education and/or NAI Interpretation preferred

First Aid/CPR certification preferred

Physical Demands:

Regularly works at a desk, operates a computer, phone system, copier and other basic office machinery

Works in outdoor environments in all weather conditions.

Must be able to stand and traverse/ascend/descend dirt trails, uneven, and hilly terrain and walking paths for up to 4 hours at a time.

Some moderate physical labor, such as setting up and striking tables, chairs, program materials, and walls

Occasionally handle live, captive animals, including but not limited to snakes, turtles, rabbits, and ferrets (safety training provided)

Ability to lift up to 40 pounds

To Apply: Send cover letter and resume to info (at) fontenelleforest.org with “ATTN: Dir. of Education” in subject line. Position open until filled.

Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.

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