



POSITION DESCRIPTION

Outreach & Education Coordinator

Hiring Statement

The Center for the Inland Bays invites applications for its Outreach & Education Coordinator who will lead education and community outreach efforts in accordance with the Inland Bays Comprehensive Conservation and Management Plan. The Center is a private non-profit organization located at the Indian River Inlet in Delaware Seashore State Park near Rehoboth Beach. The Center is a community-collaborative National Estuary Program that has successfully worked in partnership to protect and restore the Inland Bays since 1994. This is a full-time position with staff-management responsibility affording a salary dependent on candidate background and skills and full benefits. This position will remain open until an appropriate candidate is selected. *All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information and marital or familial status.*

Qualifications

A Master's degree in communication, environmental science or education, or a related field is preferred. A Bachelor's in any of the above disciplines is the minimum requirement. Three to five years of experience in community outreach, environmental education, or public relations/communications; experience with an environmental or conservation organization is preferred. Two years of experience supervising employees and managing grant awards, contractors, and/or volunteers. Possess a general knowledge of basic science principles and understanding of coastal ecosystems. Demonstrated ability to develop and manage programs. Demonstrated experience in the development and production of communication tools and products. Ability to motivate and work effectively within multi-disciplinary teams. Experience managing multiple projects, including coordinating the work of other professionals. The candidate must possess strong interpersonal skills and demonstrated proficiencies in community engagement and the communication of technical information to the general public.

Description of the Position

The Outreach & Education Coordinator (O&EC) works under the supervision of the Executive Director to coordinate, with the Center's partners, implementation of the education and outreach actions of the Inland Bays Comprehensive Conservation and Management Plan (CCMP). They collaborate closely with and support Center staff on research, restoration, policy, and fundraising efforts. This individual develops programmatic funding and manages a small

staff; currently one FT Communications Specialist and five seasonal instructors. This individual is responsible for developing and distributing educational information across all media types and tracking the effectiveness of targeted education and outreach campaigns. The O&EC is a strong communicator who is knowledgeable about watershed restoration and is able to motivate individuals and groups to take action to protect and restore the Inland Bays.

The O&EC builds an expanding network of diverse individuals and organizations that understand the importance of the Inland Bays and advocate for their restoration. They inspire the public and decision makers to make choices that improve the Inland Bays; to instill in stakeholders, teachers, students, and decision makers an environmental awareness; to promote watershed education in the school system; to produce all forms of educational media, programs, and seminars in cooperation with other non-profits, state agencies, communities, and institutes of higher education. The O&EC creates a vibrant and creative media presence through the Center's own print and electronic media, and by providing regular content to and maintaining positive relationships with local and regional media outlets.

Duties and Responsibilities

- Works with a high degree of independence, while communicating and strategizing regularly with the Executive Director.
- Collaborates closely with staff to integrate education and outreach efforts with research, restoration, watershed planning, and fundraising programs.
- Manages direct reports, contractors, and volunteers across multiple functions while building a positive, collaborative and results-driven culture.
- Develops grant proposals to fund programs and projects; manages grants awarded.
- Develop partner-based watershed education plans to support the CCMP.
- Represents the CIB to decision makers, at meetings of governmental agencies, non-profits, and community groups to cultivate participation in the CCMP.
- Educates decision makers on watershed restoration practices and policies.
- Conduct targeted education campaigns to achieve and document increased understanding of the Inland Bays and the behavior changes in support of their restoration (i.e. reducing fertilizers, adopting living shoreline management techniques).
- Maintains working relationships with K-12 and university education sectors
- Direct and supervise the James Farm Middle School Education Program.

- Develop and provide childhood and adult education opportunities at the James Farm Ecological Preserve and other locations
- Responsible for the production and distribution of frequent press releases, Inland Bays Journal, Annual Report, displays and exhibits, interpretative signage and project reports.
- Oversee the Center's web and social media content.
- Serve as the Center's liaison to its Citizens Advisory Committee.
- Serve as a general liaison for community inquiries about the Center.
- Serve as primary press liaison and maintain good relationships with press.
- Develops detailed annual workplans and budgets.
- Responsible for tracking and reporting on outreach actions and program success.
- Perform other duties as assigned by Executive Director.

Knowledge, Skills, and Abilities

- Knowledge of leadership techniques and the ability to build and effectively motivate groups to achieve common objectives.
- Ability to establish and maintain large professional networks to accomplish goals.
- Ability to learn and translate the technical aspects of watershed science to diverse audiences through expert verbal and written communications.
- Familiarity with educational science standards and outdoor education initiatives.
- Skill in editing the writing of others.
- Skill in project and grant management including budgets.
- Demonstrated experience in the development of communication tools and products.
- Skill working in a service oriented team environment with understanding of roles and responsibilities of team members.
- Strong presentation skills including the ability to persuade and inspire an audience.
- Strong capacity to continue to learn and train in professional proficiencies from management to learning new workplace technologies.

Physical Demands and Work Environment

Work is performed in both an office environment and in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 25 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to host and attend meetings and events is often required. A flexible schedule is permitted. The position is subject to the Center's Office Policy Manual.

Application

Please submit, as a single PDF document, a cover letter, curriculum vitae, three references with contact information, and if available an example of a successful grant application to:

Brittany Burslem
Delaware Center for the Inland Bays
39375 Inlet Road
Rehoboth Beach, DE 19971
office@inlandbays.org
ATTN: Outreach & Education Coordinator Position