KEEP CINCINNATI BEAUTIFUL

ENVIRONMENTAL EDUCATION MANAGER

Description:

Keep Cincinnati Beautiful is seeking an Environmental Education Content Manager to join a forward-thinking, growing Cincinnati non-profit that makes our region cleaner, safer, healthier and more connected. Our mission is to empower all Cincinnatians to build community and create a positive future through neighborhood revitalization, education and mobilization. This position will work closely with the Executive Director to ensure that all stakeholder groups are sufficiently educated and embrace the ideals of a clean, green and healthy Cincinnati!

**Program Manager Responsibilities:**

Management:

* Supervise and lead an Environmental Educator.
* Coordinate larger environmental education initiatives with primary school programming.

Outreach Program Development:

* Create, maintain and evaluate a holistic and comprehensive KCB education outreach program.
* Prepare and execute feedback loops for all educational cohorts.

Presentation/Virtual Development and Execution:

* Add to Keep Cincinnati Beautiful’s existing virtual educational content and website.
* Create virtual content for all KCB audiences, including adult populations.
* Produce age and audience appropriate supplemental materials for all video content.
* Digital media and content creation with an education focus.

Outreach Program Implementation:

* Conduct in-person and virtual educational presentations across all stakeholder groups.
* Engage students throughout the program, tailoring specifics to the needs of the student.

Classroom Presentations:

* Assess and maintain each of the 12 programs ensuring they align with Ohio Learning Standards and align with each presentation's goals and targets for the grade levels provided.

Service Learning:

* Responsible for the development, recruitment, and implementation of the Growing Green Habits Program including coordinating with the high schoolers and neighborhood elementary schools.

School Recycling Programs:

* Support Green Teams through the Green Team Challenge and the Green Team Quarterly Awards. Recruit, register, and give in-person support and supplies.
* Maintain the Green Team Challenge by identifying schools, distributing special school-specific signage, coordinating audits, and assisting Green Team leaders in troubleshooting.

Educational Events:

* Coordinate Earth Day OTR and the GCEE Ultimate Educator Expo including planning, marketing, implementation, and recruiting & managing vendors.
* Manage the Green Team for the Ohio River Paddlefest fundraiser including attending planning meetings, recruiting volunteers, coordinating recycling & composting disposal, and set-up, sorting, and tear-down during the event.

Zero Waste Event Assistance Program:

* Offer assistance to local events pursuing zero waste.
* Market program and educate the public on recycling and organic waste disposal.

Administrative

* Create a yearly budget for the program and control expenses to stay within budget.
* Process and maintain records for all invoices from program expenses to spreadsheet and book-keeper.
* Manage budgets and expenses for individual grants.

Grants:

* Assist the Development Manager in identifying grants, forming relationships, writing applications, and sending grant reports by deadlines.
* Ensure the program’s budget and fundraising match.

Knowledge, Skills and Abilities:

* Experience working directly with both youth and adult learners.
* Experience with Adobe Premiere Pro is a must. Youtube, Google Sites and Analytics preferred.
* Excellent written, verbal and interpersonal communication skills.
* Ability to balance competing priorities, complex situations and tight deadlines.
* Appreciation and respect for the confidentiality of highly personal information.
* Driven self-starter dedicated to making everything they touch be the best it can be.

Characteristics of a Strong Candidate:

* Respectful – We take great pride in our team, therefore start with a foundation of trust and respect.
* Problem Solver – We anticipate problems, seek new solutions, and always do our best.
* Community Minded – We take great pride in our work and community.
* Mindful – Practice warmth and genuine connection with others.
* Relentless – We love life and work and know our purpose in it.
* Team Player – We step up and ask, “How can I help?”
* Clear Communicator – We value open and honest communication as a means of creating efficiency, understanding and progress.
* Reliable – We hold ourselves and others to high standards and are serious about our culture.
* Inclusive – We celebrate diversity and welcome inclusivity to foster belonging.
* Trustworthy – We say what we mean and do what we say.

Education and Experience:

* Bachelor’s Degree or higher in a related field. Science communication or journalism skills desirable.
* Two or more years of experience working with creating content, preferably within the environmental field.

**Send resume, cover letter and salary requirements as a pdf to** [**jonathan@keepcincinnatibeautiful.org**](mailto:jonathan@keepcincinnatibeautiful.org)

Keep Cincinnati Beautiful is a not for profit corporation whose mission is to educate and encourage individuals to take greater responsibility for their community environments.

*Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity or national origin.*