



Sustainability Education Manager

Groundwork Hudson Valley is a 501c3 non-profit organization committed to “changing places and changing lives” in the lower Hudson Valley. Our mission is to create sustainable environmental change in urban neighborhoods through community-based partnerships that promote equity, youth leadership, and economic opportunity. Program areas include revitalizing public places, sustainability education, and youth leadership development. Groundwork partners with neighborhood residents, private and non-profit partners, local businesses and government officials to identify environmental improvements that will advance equitable, healthy, vibrant communities and empower the next generation of community leaders.

Sustainability Education Manager Job Description

Groundwork’s *Sustainability Education Manager* is primarily responsible for developing and leading environmental education programs for students, teachers and other organized groups. Responsibilities include 1) Overseeing the development, implementation and evaluation of Groundwork’s education initiatives, 2) Leading a variety of environmental education programs at our place-based education facilities and in Yonkers Public Schools, and 3) general oversight of maintenance needs at our educational facilities including the Science Barge and Ecohouse. This position oversees all education programs to ensure they meet the highest standards of community service, educational quality, and risk management. Groundwork is looking for an experienced educator and manager with a commitment to place-based experiential learning. The ideal candidate is creative, professional, familiar with trends in science education, and possesses a strong work ethic. The *Sustainability Education Manager* will build on Groundwork’s reputation as a leading place-based educational organization and will engage in strategic planning, annual operational goals, and budget objectives. Supervised by the Director of Programs and Operations, the candidate must have motivation to grow professionally as a key staff member of a mission-driven non-profit organization.

Responsibilities

Education

- Serve as instructor and lead educator on all education related activities including place based education programs at the Science Barge and Ecohouse in warmer months; and in-school education during colder months;
- Review and update lesson plans and teaching materials;
- Manage field teaching materials and other professional development opportunities and references;
- Serve as the primary point of contact for school and other group inquiries, including oversight of booking schedule and calendar;
- Travel occasionally to represent Groundwork at professional conferences;
- Flexibility to work occasional weekend and evenings for special events.

Management

- Oversee all education program staffing, curriculum content, measurement, and evaluation;
- Hire, train, supervise and evaluate field instructors and interns; provide mentorship in teaching methods, content, leadership, and outdoor group management;
- Prepare materials to keep board and staff informed and engaged in the evaluation and evolution of education programs;
- Work with marketing and development staff on fundraising, particularly related to volunteer engagement, donor visits, and providing information for grant proposals and reports;
- Recruit schools, camps, after-school programs, etc. for Science Barge and Ecohouse programs;

- Maintain established organizational partnerships and look for new opportunities to collaborate to further our impact;
- Participate in strategic and annual planning with the leadership team;
- Work with the leadership team and Board of Trustees on vision, program direction, and educational facility planning;
- Play an active role in risk management, inter-office communications, special initiatives, and other duties as assigned.

Facility Oversight

- Oversee basic day to day maintenance of education facilities at the Science Barge and Ecohouse;
- Work with maintenance contractor to troubleshoot problems;
- Manage all greenhouse growing processes, including planting, administering nutrients, pest management, watering, harvesting, monitoring and resetting timers, repairing leaks, and all other aspects of hydroponic, aquaponics, and aeroponic growing systems;
- Manage the Science Barge water systems, green roof and wetlands; water cooler and waste collection systems;
- Manage the Science Barge and Ecohouse energy systems including operation of solar panels, wind turbines, Edison battery and Outback power mate, biodiesel generators and America's Heat boiler heating system;
- Maintain the Ecohouse smart technology and audio systems;
- Respond to emergency maintenance issues and recruit relevant specialized vendors for electrical, plumbing, and other repair needs.

Skills and Experience

- Bachelor degree in a related field;
- Minimum of three years teaching experience - preferably leading and teaching environmental education in a place-based setting;
- Minimum of two years supervisory and program management experience;
- Mature individual with strong leadership abilities, interpersonal and facilitation skills;
- Excellent verbal and written communication skills;
- Valid driver's license and ability to drive 15 passenger vans and trucks;
- Advanced degree preferred in Environmental Education or related field;
- Familiarity with Next Generation Science Standards (NGSS), Social Emotional Learning (SEL), and trends in science education;
- Experience with multiple communications and data software systems (e.g. reservations software, CRM's, Microsoft Office, Box, G Suite, etc.);
- Familiarity with Yonkers public schools systems and the environmental landscape of the lower Hudson Valley.

Compensation

Salary range is \$50,000 – 55,000. Employee benefits include employer payment of 80% of health insurance, Simple IRA retirement plan and standard paid-time off benefits. This position reports to the Director of Programs and Operations and is an exempt, full-time position which may require occasional evening and weekend hours.

Groundwork Hudson Valley is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information or any other basis protected by applicable discrimination laws.