

## San Diego Coastkeeper Education Manager

### Organizational Overview

Established in 1995, San Diego Coastkeeper protects and restores swimmable, drinkable and fishable waters for San Diego. The organization uses advocacy, science, education, and community engagement to tackle persistent and emerging water quality and water supply issues across the San Diego region. Coastkeeper seeks an energetic, organized, and self-motivated individual to fill the position of education manager.

### Position Overview

The education manager maintains, promotes, and implements Coastkeeper's standards-aligned curriculum. This includes two main environmental education programs, Project SWELL (K-8), and Science to Stewardship (high school). Project SWELL is created in partnership with the City of San Diego's Think Blue initiative and is available cost-free to all K-8 teachers within San Diego Unified School District. In addition to overseeing Project SWELL, the education manager will also oversee San Diego Coastkeeper's Science to Stewardship high school program in partnership with the Port of San Diego's Environmental Education Program (EEP) and high schools within San Diego Bay's watersheds. The education manager will lead and manage the operations, budget, and deliverables for Coastkeeper's education programs, ensure the curriculum is up to date, create new lessons and activities, build and maintain relationships with schools and educators, promote the curriculum, and educate students directly through classroom visits and field trips.

### Responsibilities

#### Program Development

- Develop curricula grounded in State standards (e.g. Next Generation Science Standards), environmental literacy principles, and best practices in STEM
- Ensure delivery of high-quality, pedagogically sound, and scientifically accurate programming across all education programs and projects
- Cultivate and grow relationships with teachers, school administrators, science resource personnel, and school district science leads to increase curriculum adoption and broaden impact
- Establish and maintain relationships with informal educators, outdoor education providers, and community leaders to support dissemination of Coastkeeper's environmental education programs
- Identify and develop strategies to broaden the participation of underrepresented groups in environmental education and science programs

#### Program Implementation

- Conduct and/or facilitate classroom visits and/or field trips to implement Project SWELL K-8 grade lessons and Science to Stewardship high school engagements.

#### Program Evaluation

- Develop, conduct, collect, and analyze teacher and student pre- and post-implementation surveys and needs assessments for community partners and funders to gauge program effectiveness and inform

program improvements

- Develop and implement performance metrics in accordance with program deliverables

#### **Program Promotion**

- Collaborate with San Diego Coastkeeper's Development Director and Communications Manager to promote efforts to support curriculum adoption and program growth
- Communicate effectively about the importance of environmental education, stewardship, and STEM education, as well as about the role of Coastkeeper curricula in aiding teachers in meeting their NGSS requirements

#### **Program Management**

- Manage communication with participating program partners and teachers, including email communication, program booking, and staff scheduling
- Manage and maintain program supplies and equipment, including purchasing, upkeep, and inventory of Project SWELL and Science to Stewardship materials
- Meet and keep track of programmatic milestones, metrics, and deliverables
- Participate in strategic planning and program development for the enhancement and expansion of education programs
- Develop and adhere to annual programmatic budget
- Create and follow annual programmatic work plan in alignment with organizational strategic plan and program deliverables
- Develop and maintain strong relationships with funders and potential funders, including individuals, foundations, corporate sponsors, government agencies, and partner organizations
- Conduct timely grant reporting, annual reporting, and program analysis for the City of San Diego and the Port of San Diego

#### **Other Responsibilities**

- Work with Communications Manager to guide blog posts on education topics and other Coastkeeper focus areas from an education perspective
- Work with other program staff on opportunities for program integration

#### **Required Qualifications**

- A bachelor's degree or higher in science, education, or environmental studies is required.
- A minimum three to five years of teaching experience in either a formal classroom environment, an informal (environmental/outdoor) environment, or a STEM program
- Knowledge of Next Generation Science Standards (NGSS)
- Knowledge of pedagogy/best practices in science and environmental education
- Ability to design curriculum and conceptualize, develop, and evaluate educational programs
- Experience developing or implementing education programs that incorporate inquiry-based activities and hands-on learning, and that emphasize learner-centered approaches
- Demonstrated ability to provide science instruction to students and teachers, to navigate school/education culture, and to adapt lessons to fit the needs, time constraints, and education standards of a diverse array of classrooms
- Ability to work collaboratively with diverse audiences, organizations, agencies, and stakeholders
- Experience with budgeting, tracking programmatic progress, and programmatic strategic planning
- Excellent oral and written communication skills are required
- Proficiency with Google Apps, including Gmail, Google Calendar, and Google Drive, and Microsoft programs, including Word, PowerPoint, and Excel

- Access to reliable transportation is required. Applicant must possess a valid driver's license and insurance

### Preferred Qualifications

- Spanish proficiency
- Familiarity with San Diego County local water issues
- Proficiency with basic design software, such as Canva or Publisher

### Salary, Benefits, and Terms

**Schedule** - Full-time, permanent, salaried position; 40 hours per week with varying hours, including occasional evenings and weekends with meetings, classroom visits, and presentations throughout the county. Coastkeeper currently follows a hybrid work schedule, with Tuesday/Thursday onsite in our Kearny Mesa office, and other days available to work from home. Education Manager is allowed significant flexibility in scheduling to accommodate multiple classroom and field engagements throughout the year.

**Benefits** - Medical, dental, vision insurance, paid vacation, holidays, and sick leave

**Compensation Range** - \$65,000 - 70,000 commensurate with experience.

**To Apply** - Qualified candidates are encouraged to submit a single PDF file with both cover letter and resume to [employment@sdcoastkeeper.org](mailto:employment@sdcoastkeeper.org), with "YOUR LAST NAME: Education Manager" in the subject line. Please limit your cover letter to one page in length and use it to address your suitability for this specific position. If your materials indicate a potential match for our requirements, we will contact you. **Deadline to apply is Friday, December 6th, 2024.**

*San Diego Coastkeeper is committed to diversity in the workplace and is an equal opportunity employer. Coastkeeper maintains a policy of non-discrimination regarding age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, or any other classes protected by applicable state or federal law.*