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**Position:** Environmental Educator & Coordinator

**Organization Overview:** Penns Valley Conservation Association (PVCA) is a dynamic non-profit organization dedicated to enhancing and protecting the Upper Penns Creek Watershed in rural central Pennsylvania. PVCA is committed to stewardship of the natural and cultural communities of the watershed and has worked closely with government agencies, private foundations, local volunteer organizations, and community volunteers to restore, improve, educate, and celebrate the watershed.

**Position Overview:** PVCA is seeking an outstanding individual to provide environmental education to a variety of audiences and age groups. The Environmental Educator & Coordinator (EE Coordinator) will grow curiosity and provide activities that engage the community in better understanding the natural world through hands-on and inquiry-based activities. In harmony with the Penns Valley Area School District and other community partners, the EE Coordinator will maintain and/or grow EE programming by meeting curriculum needs for the varying grade levels, as well as address adult and diverse population programmatic needs. The ideal candidate has a background in education and/or conservation, excellent organizational skills, works well both independently and in collaboration with multiple partners, constituents, and the public, and has a passion for supporting our mission at PVCA.

**Key Responsibilities:**

Penns Valley Area School District

- Maintain and continue rapport and communications with the Administration, teachers, and staff of the Penns Valley Area School District.
- Work with students and teachers on hands-on activities for the classroom that support their curriculum and units, work to expand/adjust programming to meet the needs of the district.
- Develop and coordinate logistics and programming for Environmental outdoor activities including outdoor experiences near school grounds or at other locations through PVASD field trips for grades K-6.
- Act as a liaison between the schools and PVCA Board, Committees, and Administration.

## Community Engagement

- Provide general environmental education and information outreach for PVCA at community events (e.g., Crickfest, Frogfest), through WSOV radio, PVCA's website, and other avenues identified as priorities.
- Provide general outreach for PVCA at community events sponsored by other agencies (e.g., Clearwater Conservancy, Millbrook Marsh).

## Organizational Support

- Support grant seeking activities for environmental education programming, and contribute to meeting grant deliverables and reporting in a timely manner.
- Support collaborative efforts on grants and programs with other organizations as identified and approved by the PVCA Board of Directors.
- Attend regular Environmental Education Committee meetings, and work collaboratively with the position supervisor (Chair of the Education Committee) to develop and support EE Committee projects and objectives.

## Skills & Abilities:

- Education or experience in conservation, education, or a related field required.
- Exceptional interpersonal and communication skills required, both written and verbal.
- Proficient in Google Suite and comfortable working in a hybrid/online work environment.
- Experience writing and/or reporting on federal grants is a plus.
- Ability to work both collaboratively and independently as needed.
- Ability to connect with a diverse audience, familiarity with rural culture and communities.

The Environmental Educator & Coordinator will be accountable to the Education Committee Chair and the Board of Directors. This is a contract position at \$25/hour; approximately 20 hours per week. This position is hybrid and requires attendance at school events, community programs, local functions and in-person interaction with community members, organizations, and businesses.

## How to Apply:

Interested candidates are invited to submit a resume, cover letter, and three professional references to [info@pennsvalley.net](mailto:info@pennsvalley.net). Please include "Environmental Educator – [Your Name]" in the subject line. The search committee will be reviewing applications on a rolling basis until a suitable candidate is found. PVCA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.