



Verde Natural Resource Conservation District
The Environmental Education Center
PO Box 341
Clarkdale, AZ 86324

Erin Cody-Executive Director
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"Local people promoting natural resource conservation through education and partnerships"

VNRCD ENVIRONMENTAL EDUCATION CENTER PROGRAM MANAGER

The Verde Natural Resource Conservation District (VNRCD) Environmental Education Center (EEC) is a nonprofit 501c3 organization that provides water conservation and sustainable agriculture education, information, and programs to people of all ages throughout the Verde Valley. The EEC is currently looking to fill the Program Manger position.

- Part-time position
 1. Maximum of 20 hours per week
 2. \$18-20 per hour depending on experience
 3. Occasional weekends possible
 4. Non-standard work week
- Preferred K-8 classroom experience or K-8 teacher certification
 1. Preferred bachelor's degree in agriculture, environmental science, K-8 education, or similar degree.
 2. Preferred experience with virtual program implementation.
- Must have/be able to:
 1. Scheduling/hours flexibility
 2. Fingerprint clearance card
 3. Work independently
 4. Communicate via email, phone, text messaging
 5. Strong technical skills, including the ability to use video editor applications, GoPro, webcam, video production for virtual platforms both prerecorded and live.

SCOPE OF WORK

- Schedule programs with participating schools, contract teachers & park staff.
- Create monthly programming schedules.
- Liaise with local parks and community personal involved in other conservation programs.
- Remain current on the ongoing changes made to public school curricula that inform program development.
- Coordinate logistics (set-up and break down) for special events.
- Public Outreach: network, develop, and extend partnerships with public, non-profit, commercial partner organizations; enhance the EEC's profile in the community.
- In collaboration with EEC Executive Director, research, prepare, and write grant applications.
- EEC Program Implementation
 1. Implement EEC Programs including, but not limited to:
 - Kids Conserve Water (K-4)
 - Water Stewardship (5-8)
 - Sustainable Agriculture (K-4)
 - Verde River Day (all ages)
 - Verde Valley STEM events (all ages)
 2. Ability to participate in field trip activities which require walking and standing for extended periods of time.
- Verde Valley Discovery Center-345 E. Mingus Avenue, Cottonwood, AZ 86326
 1. Develop and implement current and upcoming programs for the Verde Valley Discovery Center.
 2. Attend monthly advisory committee meetings.
 3. Coordinate with current and future partners for all Verde Valley Discovery Center programs.

Please email resume and two letters of recommendation to Erin Cody at erincody@vnrccdec.org.