



Keep Coyote Creek Beautiful
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Education Coordinator Position

Keep Coyote Creek Beautiful is a community-based organization with the vision of a healthy Coyote Creek with clean waters, abundant wildlife, and natural beauty that everyone can enjoy. As part of our efforts to showcase the creek and its environs, we hold multiple events a month including Creek Cleanups, BioBlitz Events, and Nature Walks. Another area of engagement with the creek is around education, both formally in classrooms, field trips, and at public events.

Position Summary

This position is virtual and onsite. The role requires that the Education Coordinator prepare, provide education services, and program follow up for elementary through post-secondary schools and participate in additional public events. The Education Coordinator reports to the Executive Director. Additionally, they will work closely with other staff members and volunteers.

Responsibilities

The Education Coordinator's primary role is to deliver educational presentations to K-8, and may include high school and college students. A secondary role is to provide outreach at community events and support other KCCB events. To accomplish these responsibilities, they will:

- Develop or modify curricula for K-8 audiences.
- Work with teachers to schedule programs.
- Build relationships with teachers and members of the education and neighborhood communities.
- Conduct outreach efforts to reach new audiences within the Coyote Creek watershed.
- Deliver educational programs in-person, virtually, at tabling events and for field trips.
- Assemble/maintain hands-on educational materials and physical props.
- Train volunteers/staff to run educational activities.
- Support other staff at regular events as needed, such as cleanups and outreach.

Required Qualifications

- Three-years of hands-on classroom education
- Passionate about nature and willing to share that passion with others
- Valid driver's license and clean driving record
- Bachelor's degree (completed or pursuing, or related equivalent experience) related to education, natural sciences, environmental studies, or other related majors
- A strong inclination to work with students at K-college ages

- Excellent communication and planning skills
- Ability to speak confidently in front of various audiences

Preferred Qualifications

- Familiarity with local communities in the Coyote Creek watershed
- Friendly and outgoing personality
- Bilingual in Spanish or Vietnamese
- Certified Naturalist (California Naturalist or National Association for Interpretation)
- Experience with virtual education programs

Time Commitment

The Education Coordinator will typically be asked to commit 40 hours to a semi-monthly pay period. If additional hours are required, then pre-authorization from a manager is required. This position may evolve into a full-time position.

Benefits

This part-time position provides you with many benefits, including:

- Meet a wide variety of people who will expand your network, especially in the environmental field or in neighborhoods.
- Work side-by-side with an experienced program director to develop or enhance your project management, writing, marketing, and community building skills.
- A recommendation on your LinkedIn profile and for future job inquiries, as appropriate.
- Great experience learning more about the Coyote Creek watershed, the largest in the County of Santa Clara and longest creek as well!

Hourly rate is \$30-35 and is dependent on qualifications. . Probationary term is 3 months to ensure good fit for both parties. This position may evolve into a full-time position.

Other Requirements

If selected for this position you will be required to complete a LiveSCAN fingerprinting for background check and negative TB test. You will also be required to show proof of up-to-date Covid vaccination.

To Apply

Please send your resume and cover letter explaining why you'd be a good candidate for the position to Deb Kramer, deb@keepcoyotecreekbeautiful.org.

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