

**Alice Ferguson Foundation
Job Description**

JOB TITLE: Education Coordinator
FULL TIME or PART TIME: Full Time
REGULAR or TEMPORARY: Regular
REPORTS TO: Program Manager
LEVEL: Associate
POSITION SUMMARY
<p>The Education Coordinator coordinates the community outreach and education for Alice Ferguson Foundation programs. The Education Coordinator will help shape discussion and build momentum in communities to address the issue of litter through AFF's Trash Free Communities grant. Target areas will include Washington, D.C. Wards 5, 6, 7, 8, and other communities as directed. The Education Coordinator will work directly with local groups, residents, businesses, schools, and community leaders through one-on-one meetings, presentations, tabling events, and other activities. The Education Coordinator will help community members find resources, communicate community needs to local government agencies and elected officials, and identify opportunities for collaboration. They will also assist with the coordination of Annual Potomac Watershed Cleanup, and Adopt-A-Stream programs.</p> <p>The Coordinator will also lead virtual and onsite 'field studies' for elementary, middle and high school students providing NGSS standards-based lessons while embracing the cultural heritage of the Potomac River watershed and promoting stewardship of natural resources in national and state parks.</p>
ESSENTIAL FUNCTIONS
<p>Primary Role(s):</p> <ul style="list-style-type: none"> ● Coordinate the Trash Free Communities program. ● Identify and recruit key stakeholder groups including elected officials, agency staff, houses of worship, businesses, schools, and youth groups in each community. ● Conduct community outreach by working directly with local groups, residents, businesses, schools, and community leaders through one-on-one meetings, presentations, tabling events, and other activities. ● Distribute materials and provide support for the Litter Campaign to community partners. ● Conduct trash and litter related presentations for local citizens through civic associations, churches, recreation centers, libraries, schools, and businesses. ● Conduct evaluation of Litter Campaign using direct behavioral observations, surveys, and other methods. ● Mentor Green Teams at schools in the implementation of the Trash Free Schools program. ● Organize regularly scheduled cleanup events and coordinate our Adopt-A-Stream program. ● Teach students environmental education programs virtually and/or on site. Teach students environmental education programs using the natural and agricultural surroundings, either at the Hard Bargain Farm or in national parks for our programs. ● Identify and ensure alignment of educational programming to academic standards. ● Implement consistent, need-driven evaluation tools across educational programming. ● Develop, write, and pilot new or revised curricula for AFF educational endeavors. <p>Secondary role(s):</p> <ul style="list-style-type: none"> ● Assist with data management and content for grant proposals and grant reporting. ● Execute and/or support teacher professional development training summer institutes. ● Teach, support and lead summer camp programs either in person or virtually. ● Maintains inventory of equipment and supplies, keeping them organized and in good working order.

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- Help with education program administrative needs.
- Represent AFF at meetings, networking and outreach
- Help with facilities needs as requested.
- Participate in special events: members' events and other AFF-sponsored events as needed.
- Actively participate in staff development, including staff meetings and trainings.
- Maintains safety of visitors and animals.
- Assist supervisor, other teams/programs or Executive Director as needed.

SCOPE OF WORK

Work is highly physical and active, conducted mainly outdoors in all types of weather. Must possess the ability to lift upwards of 50 lbs.

AFF FUNCTIONS

Professional Standards of Conduct

- Exhibit teamwork and cooperation by sharing knowledge, coordinating duties with other staff, and demonstrating the willingness to assist others as needed.
- Exhibit leadership by taking initiative, mentoring and problem-solving.
- Dress appropriately, use time wisely and meet deadlines.
- Treat staff members, students, teachers, partners and visitors with courtesy and respect.
- Initiate and respond positively to suggestions for improving service.
- Maintain AFF facilities and educational equipment, including inventories and equipment stored offsite in parks or elsewhere.
- Communicate effectively orally and in writing, including field study reports, data collection, newsletter articles, website and other documents. Assist in documenting AFF activities via digital images and video.
- Maintain confidentiality of privileged and sensitive information.
- Promote and support the values and mission of AFF in all outreach and visitor contact.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Relevant Bachelor's degree in a related field such as environmental science, education, communication, or solid waste management.
- Demonstrated volunteer organizing, community outreach, and/or public speaking skills.
- Demonstrated strong project management ability and ability to prioritize various responsibilities, with a focus on outcomes.
- Demonstrated collaborative skills in working with communities and partners in a wide range of business and cultural contexts.
- Demonstrated ability to network in order to acquire a variety of partners.
- Demonstrated ability to teach and/or work with youth, adolescents, and/or adults.
- Demonstrated ability to work effectively in a team-based structure, with flexibility under shifting deadlines.
- Ability to use a variety of online tools and platforms including Zoom, Google Meets, Microsoft Teams, Schoology, Google Drive, etc..
- Understand and teach ecological concepts, have basic environmental knowledge, and familiarity with the Potomac River Watershed area.
- Ability to communicate clearly, both verbally and through writing, and strong interpersonal skills.
- Bi-lingual Spanish fluency is a plus.
- Anticipate safety concerns and take appropriate action in case of injury or illness.
- Demonstrate and enforce safe handling techniques of all animals and plants.
- Use all equipment safely and proficiently, including hay wagon and tractor.
- Access to a reliable vehicle and the ability to travel locally and/or regionally.
- Ability to work periodic nights and weekends.
- Follow AFF protocols and safety guidelines for COVID-19.

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Equal Opportunity Employer / Minorities / Female / Disabled / Veteran

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.