

Save The River® / Upper St. Lawrence RIVERKEEPER®

Protecting the St. Lawrence River now, and for generations to come



Position Description

Position Title: **Education Coordinator**

Reports to: Assistant Director

Status: Exempt / Full time

Location: Clayton, New York

Organization Overview

Save The River, a member-based, nonprofit environmental organization, has been the “voice for the St. Lawrence River” in the U.S. and Canada since 1978. Save The River’s mission has always been to restore, preserve and protect the ecological integrity of the Upper St. Lawrence River through advocacy, education and research. In 2004, Save The River was designated the Upper St. Lawrence Riverkeeper and became a member of the international Waterkeeper Alliance with the goal of a swimmable, fishable, drinkable River.

As the leading grassroots advocacy organization working to protect the St. Lawrence River, Save The River takes an active role in River policy issues, engaging decision-makers, community leaders, residents, visitors and volunteers to make positive change. Every year we work with school districts in the watershed to educate 1,000+ students in a place-based curriculum that stresses age-appropriate aspects of stewardship. Significant progress has been made in protecting the St. Lawrence River's water quality and habitat, and in expanding the number of people and communities involved in that effort during the 44 years of Save The River's existence. However, much remains to be done and we are looking to expand our team to take on the task.

Position Summary

Save the River seeks positive, communicative individuals who enjoy working with a wide age range of children and an active and engaged staff. Applicants should have a background in elementary or middle school education, or environmental education, and a passion for nature, history, and science. Specialized knowledge of local ecology, climate, and NY history are desirable.

The Education Coordinator develops, coordinates, implements, and evaluates all aspects of Save The River’s current educational programs. In addition, they recommend and develop new programs to advance the mission of Save The River. The Education Coordinator works closely with the Outreach Manager on volunteer involvement and on communications to keep the Board, membership and the public informed about programs and events, and participates in fundraising, strategic planning, and setting program goals and budgets. The Education Coordinator works directly with the Education Committee and reports to the Assistant Director.

Duties and Responsibilities

- Educational Programming:
 - Responsible for all aspects of Save The River’s ongoing *In the Schools*, *On the Water* and Riverkeeper and Jr. Riverkeeper educational programs, including:
 - developing and implementing long-term goals and strategies to achieve successful outcomes
 - planning the delivery of the programs
 - developing, with the Executive and Assistant Director, annual budgets and funding proposals to ensure the sustainability of the programs
 - responsible for coordinating the meeting agendas and minutes for the Education Committee meetings. Projects resulting from these meetings may be the responsibility of the Education Coordinator.
 - engaging and managing volunteers as appropriate in the delivery of programs
 - designing and implementing new education programs consistent with the mission and strategic goals of Save The River
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Save The River envisions a healthy Upper St. Lawrence River that provides safe drinking water, is home to a thriving range of indigenous species and supports sustainable economic activity.

- **Volunteer Coordination:**
 - Responsible for coordinating volunteer involvement in education:
 - assessing the need for, developing, promoting and implementing volunteer involvement in all programs
 - developing, with the Assistant Director, annual budgets and funding proposals for volunteer activities
 - tracking volunteer participation and quantifying their contribution to each program
 - evaluating volunteer involvement and recommending improvements as necessary
- **Outreach and Social Media:**
 - with Outreach Manager, develop promotional material for Save The River programs and events.
 - design and implement new education campaigns consistent with the mission and strategic goals of Save The River, across TikTok, Instagram, and Facebook platforms.
- **Employee Management:**
 - As Save The River grows and may hire additional employees for program growth, the responsibility of managing those employee(s) *may* be the responsibility of the Education Coordinator. From time to time, Save The River may need to hire additional interns or part time employees for specific projects. Those employees may also fall under the supervision of the Education Coordinator.
- **Other Responsibilities:**
 - identify and develop partnerships that will enhance Save The River's ability to fulfill the goals of its programs
 - Performing media interviews and public speaking assignments as needed
 - assist with planning and coordinating Save The River events
 - Attend STR Board and committee meetings
 - attend to general office duties when needed
 - other duties as assigned.

Qualifications

- Bachelor's degree in natural resources, environmental policy, or environmental education, plus a minimum of two years experience in a relevant field.
- Excellent oral, writing and listening communications skills, effective public speaker in varied settings.
- Strong organizational skills and ability to work in a team-oriented, multi-task work environment.
- Ability to manage a number of projects, partnerships and professional relationships.
- Ability to plan, organize and think strategically and independently.
- Driver License, Passport and ability to travel to Canada.
- Comfortable in small watercraft. NYS boating safety certificate is preferred.
- Knowledge of the St. Lawrence River, and environmental policy and restoration techniques strongly preferred.
- Proficient computer skills with a knowledge of Microsoft Office suite, Google Suite, Adobe Suite, and Apple hardware a plus.
- Ability to lift 40lbs.
- Commitment to Save The River's mission and values.

Work Environment

- Office environment with outdoor river-related activities during all seasons.
 - Engage and inform the public on various environmental issues
 - Some weekend work especially during the summer
 - Ability and willingness to travel throughout the River region and occasionally beyond for meetings and conferences.
 - Opportunity for professional growth.
 - Salary commensurate with experience, plus generous benefits.
 - Save The River is an equal opportunity employer.
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To Apply

Applications should include a one-page cover letter describing your interest and qualifications, a resume, and contact information for two (2) professional references. Please send to Caryn Clements, Save the River Office Coordinator, at officemanager@savetheriver.org or Save the River, 409 Riverside Drive, Clayton, New York, 13624

Application deadline is 5 pm Eastern, August 24, 2022.

In order to expedite the internal sorting and reviewing process, please write your name (Last, First) and Education Coordinator as the subject line of your e-mail. No phone calls or faxes, please.

For more information about Save The River, visit www.savetheriver.org.