



National Butterfly Center™
Education & Outreach Coordinator
(Part-time, Non-exempt)

Position Summary: The Education & Outreach Coordinator works under moderate supervision from the Executive Director. This position is primarily responsible for communicating with school districts, campuses, and Educational Service Centers to generate greater awareness of and participation in field education programs and service learning projects for students in grades Pre-K to 12. This person shall be responsible for a four-county region and be held accountable to quarterly goals and objectives that support and advance our mission of conservation education. The ideal candidate will be independently motivated and performance-oriented; and possess superior verbal and written communication skills, excellent time management skills, and some knowledge of district operations, TEKS, and curriculum planning. Essential duties include, but are not limited to:

- Developing productive contacts within school systems and districts.
- Creating and maintaining a database of these contacts & positions for continuous use.
- Crafting impactful presentation materials for presenting the National Butterfly Center's environmental and field science programs to decision-makers.
- Evaluating and expanding educational programs.
- Developing and producing custom, proprietary educational materials.
- Scheduling and coordinating programs at the National Butterfly Center with staff and schools.
- Promoting positive experiences for visitors, students and teachers.
- Surveying schools that participate to enhance our program offerings, performance and customer satisfaction.
- Increasing participation in our educational programs to ensure their sustainability.
- Building a reputable, sustainable environmental education program that advances our mission of *Growing Connections* and reflects well on the National Butterfly Center.
- Demonstrating superior interpersonal skills in the daily interaction with the public, other co-workers, community workers, visitors, members and volunteers.
- Performing other assigned duties as required.

Minimum Qualifications: Requires a college degree, and a minimum of 3 years of professional experience in Education. Retired or former teacher given strong consideration. Teaching certificate is a plus. Demonstrates the ability to communicate effectively both verbally and in writing in

English, and some knowledge of or experience with Environmental and Life Sciences, STEM, TEKS and wildlife in the natural habitat. Also requires the following knowledge, skills and abilities:

- Demonstrates a pleasant personality, interacts and presents oneself with the utmost respect, professionalism and courtesy.
- Ability to make cold calls, set appointments and maintain a schedule.
- Sets goals and keeps detailed records to account for time and performance.
- Ability to work independently to achieve goals.
- Knowledge of basic computer programs, such as email and Microsoft Office Suite of word processing and spreadsheet software.
- Takes pride in the workplace and personal performance, by continuously enhancing the Center, its features and programs.
- Demonstrates a love of nature and stewardship of the environment.
- Ability to identify and solve problems, work well as part of a team, and accept training and constructive feedback, and learn new skills.
- Ability to maintain a dependable record of attendance and punctuality.
- Owns reliable transportation and has a current, valid Class “C” driver’s license from the Texas Department of Public Safety.
- Maintains current liability insurance and a clean driving record with no more than two (2) moving traffic violations in the past two (2) years.

Working Conditions: Work is performed mainly indoors and during daylight hours. Must be able to work comfortably around co-workers and visitors. Infrequent weekend or evening hours may be required at outreach or special community events, as well as “Open House” evenings.

Physical Demands: Requires the ability to stand, walk, sit and drive. Requires the ability to lift and carry merchandise. Also requires the ability to reach, handle, hear, see in color vision, and speak to visitors about the park. Must be able to operate related office equipment in a safe manner.

This position description is intended only to describe the general nature of the job. It does not represent an all-inclusive listing of the duties, nor of the experience, knowledge, skills and abilities required to satisfactorily perform the job.

*I have read this position description and understand the requirements for satisfactory performance.

(Employee)

(Date)

(Executive Director)

(Date)