



Education Specialist Job Description

Applications accepted through March 20; interviews scheduled as applications are received.

Position Title: Education Specialist

Position Type: Full-time permanent position with a robust benefits package

Salary: \$38,000 - \$46,000; Commensurate with experience

Position Location: Highlands, NC

Target Start Date: Flexible, with target start date between April 1, 2024 & May 1, 2024

Reporting Relationship: This position reports directly to the HBF Executive Director

Description:

The Highlands Biological Foundation (HBF) is a 501(c)(3) non-profit in Highlands, North Carolina that is dedicated to stimulating, promoting, and funding biological research and education in the southern Appalachians. HBF is seeking an environmental educator to provide year-round environmental programming and to manage the Highlands Nature Center.

HBF offers a wide array of place-based programs, primarily through the Highlands Nature Center and an adjacent Botanical Garden that together host more than 10,000 visitors annually. The Nature Center and Garden are part of the Highlands Biological Station, a multi-campus center of Western Carolina University.

The Education Specialist is essential to the success of HBF's programs. Primary responsibilities are management of the Nature Center and its daily/weekly programs (spring through early fall) and lead educator of summer day camps (June – August). The Nature Center is open to visitors 6 days/week during the summer and hosts daily programs for all ages. The day camps host more than 150 campers, ages 5-13, in a series of one-week themed programs. The rest of the year is devoted to planning summer programming, creating and presenting outreach programs to community organizations (public and private school classes, day care centers, senior centers, Boys and Girls clubs etc.), and various other tasks that support the mission of HBF.

Hours:

This position is full-time, permanent, and will include some evenings and weekends during the high season of late spring to early fall. Because most of the public outreach component in this seasonal town occurs in the summer, flexibility is a must.

Benefits:

- Health, Vision, and Dental Insurance paid 100% by organization for employee and 50% for dependents
- Life Insurance
- IRA match up to 3%
- Flexible PTO
- Professional development opportunities, including NC EE Certification if desired and First Aid/ CPR certification
- HBF can offer assistance in finding local housing

Responsibilities & Duties:

- Run day camps for youth ages 5 to 13, June to mid-August
 - Develop curricula for 3 age groups
 - Manage camp administration and execution, and evaluate success of programs
 - Supervise seasonal staff including hiring, training, and scheduling
 - Ensure camps meet all federal, state, university, and local health and safety regulations
 - Other tasks assigned by the Executive Director
- Manage the Highlands Nature Center, April - November
 - Supervise seasonal staff including hiring, training, and scheduling
 - Recruit, schedule, and manage Nature Center volunteers
 - Develop and schedule environmental education programs for the general public
 - Coordinating the use of the Nature Center for HBS/WCU events
 - Tracking program attendee numbers for organizational & grant reporting purposes
 - Maintain the exhibits and the children's room
 - Manage the Nature Center gift shop (sales, inventory, receipts)
 - Care for and handle live exhibit animals (primarily reptiles and amphibians)
 - Assist with special events, including educational events and fundraising
 - Interact with HBS Facility Manager regarding maintenance and cleaning
 - Other tasks assigned by the Executive Director.
- Responsibilities November – April
 - Develop summer outreach programs and camp curricula
 - Continue to manage Nature Center and animals while closed during off-season
 - Develop relationships with community organizations and offer outreach to local organizations focused on children and the elderly
 - Participate in community events

Required Qualifications:

- Bachelor's in biology, zoology, botany, environmental science, science education, outdoor recreation, or related field
- Experience with children's environmental education programs
- Experience creating curricula or program outlines
- Dealing effectively with the public
- Working independently and as a team member
- Excellent written and verbal communication skills
- Strong computer skills, including proficiency in Google Applications and Microsoft Office
- Comfortable spending extended time outdoors in all weather
- Capable of hiking up to 3 miles on uneven terrain and lifting up to 50 pounds

Desired:

- Experience with administrative duties and/or supervising staff
- Experience working at a museum, visitor's center, or similar public setting
- Familiarity with a variety of environmental education programs such as Project WILD
- Knowledge of the flora, fauna, and habitats of the southern Appalachians

Other qualifications:

Applicants must be U.S. citizens and must have a vehicle and valid driver's license as some travel is required for this position (mileage reimbursements provided). Applicants must successfully pass a background check.

Application Instructions:

To apply, submit **one document** that includes your cover letter, resume, and 3 professional references to Winter Gary at winter@highlandsbiological.org with the subject line "HBF Educator". Applications will be accepted **through March 20, 2024 or until the position is filled.** For additional information, contact Winter Gary at 828-526-2221.

The Highlands Biological Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, consistent with applicable federal, state and local laws, regulations, and policies, and the policies of The Highlands Biological Foundation. This nondiscrimination policy applies to employees, volunteers, participants, and all aspects of our operations.

Given the nature of this work and responsibilities of the position, HBF completes an annual background check on each staff member as a condition of employment.

Persons with disabilities requiring accommodations in the application and interview process please call 828- 526-2221 or email winter@highlandsbiological.org.