



Hitchcock Center

EDUCATION FOR A HEALTHY PLANET

Education Program Manager Job Description

The Education Program Manager is a full-time position reporting to the Education Director. The EPM will be responsible for managing the Children Youth and Family, School, Teacher Professional Development and Adult programs. They will be in charge of outreach, marketing, budgets and schedules for these programs. In addition, the EPM will develop, teach and grow the Professional Development programming at the Hitchcock Center as well as work with the Education Director and Development and Communications Director to seek and secure grant funding to support programming. The ideal candidate will be a team player who is passionate about the programs and mission of the Hitchcock Center with significant experience in environmental and STEM education. The EPM must be committed to improving diversity, equity and inclusion in our programming as well as increasing access to our programs.

Please send a cover letter and resume to careers@hitchcockcenter.org by May 3rd.

Primary Responsibilities:

- Working in close partnership with the Education Director, helps guide the direction and vision of HCE's environmental education programs, including the promotion of greater diversity, equity and inclusion within HCE's programming.
- Assist with education staff management, including hiring and orientation, training and development, workflow, and the promotion of an inclusive and innovative work environment while creating a culture of reflective practice, high expectations, and continuous learning.
- Work closely with the Education Director and Development and Communications Director to plan, develop, write and secure grant funding for education related projects and programs.
- Build positive long-term relationships with schools, organizations, colleges and universities and community stakeholders to develop successful educational partnerships.
- Ensure that programs are delivered with scientific accuracy and professionalism, be mission driven, align with the Strategic Plan, be accessible and have a lens of equity and inclusion.
- Develop and implement assessment and evaluation tools to measure the educational value, program effectiveness and overall impact of programs.
- Develop, track, monitor and manage program budgets in close partnership with HCE's Education Director and Finance Manager.
- Track program participation and programmatic data and prepare program reports, including assistance with the development of HCE's Annual Report.

- Provide leadership to HCE's Teacher Professional Development Program for elementary teachers focused on STEM and outdoor education, collaboratively designing and executing targeted professional development that is in alignment with the HCE's Strategic Plan. (see DRAFT Strategic Plan 2021-2025).
- Manage HCE's Intern Program designed to provide hands-on experience with the development and delivery of a range of environmental education programs that primarily serve children and youth.
- Assist with other Hitchcock Center programs as needed

Required Skills & Qualifications:

Teaching certification and/or a Masters in Education and/or additional certification in science disciplines, technology, and engineering, and mathematics subjects preferred.

Minimum of 5 years of teaching experience with elementary-aged students

A solid understanding of Massachusetts standards-based STEM learning requirements

Experience in formal and informal science education required

Ability to work with and effectively communicate with a wide range of people including: staff, teachers, community partners, volunteers, students, adult participants, the general public.

Pass CORI and SORI background checks

Desired Skills & Qualifications:

Team player that is self-directed with a can-do attitude, organized, and able to manage multiple projects.

Comfortable with Mac OS, Microsoft Office, Google Suite, and social media.

Spanish language speaker a plus.

Experience setting program goals, objectives, and evaluation.

Reliable form of transportation needed.

Working Conditions/Compensation:

Salary/Hourly range: \$44,720-\$50,960 (\$21.50-\$24.50/hr), depending on experience

With full time benefits: 10 vacation days, 13 holidays, and 15 sick days; 80% of health insurance plan

Non-profit, informal environmental education organization

Fast-paced environment with many varied, simultaneous projects

Extensive carrying and lifting of educational materials, tables, and chairs

We are committed to adapting our operations and programs to create a relevant, meaningful, and inclusive culture where all are welcomed, supported, and engaged. This includes increasing the diversity of our Board, staff, and volunteers to be responsive to the communities we serve.