Education Program Coordinator
Job Description

About CNPS
CNPS is a science-based conservation organization that celebrates and saves California’s globally important plants and places. CNPS is powered by 10,000 members in 35 chapters across California and Baja, as well as 30+ staff and numerous contractors supporting the organization and its programs.

Summary
The CNPS mission calls on the organization to conserve California’s native plants and habitats, while increasing the understanding, appreciation, and horticultural use of California native plants. Education is central to how we accomplish those goals. CNPS seeks to provide a continuum of rich educational programming for Californians of all ages, backgrounds, and experiences through educational content, workshops, webinars, events, and more. The Education Program Coordinator is responsible for shepherding CNPS Education Program offerings from idea to reality. As a member of the CNPS Public Affairs team and reporting to the CNPS Campaigns and Engagement Manager, the Education Program Coordinator works with staff and volunteers across the organization to identify, facilitate, and develop educational opportunities that foster the public’s growing connection with California’s flora.

Responsibilities

Educational Programming Development
• Work with CNPS staff across programs to develop CNPS educational opportunities for the public.
• Collaborate with staff to develop and maintain an annual CNPS Education Program calendar.
• Work with CNPS staff, partners, and volunteers to design the tri-annual CNPS Conservation Conference.
• Work with CNPS chapters to coordinate both chapter and state educational offerings.
• Audit existing educational programming and content to ensure a comprehensive understanding of CNPS educational assets.
• Identify opportunities to use and repurpose existing educational assets across digital and print platforms, as well as educational events and trainings.
• Identify opportunities for teaching modules and curriculum development. Collaborate with staff and partners to develop these resources as needed.
• Build relationships with educational partners and strategize ways to partner, cross-promote, and best leverage each organization’s respective strengths.
• Work with Public Affairs and Development teams to develop fundraising pitches and project plans to build support for emerging program opportunities.

Program Coordination and Administration
• Maintain online calendar of educational events and trainings.
• Administer workshop and event registration and payments.
• Identify and secure appropriate instructors and event venues for workshops and trainings.
• Work with supervisor and senior director of public affairs to develop and manage program budget.
• Serve as “co-pilot” to CNPS instructors during trainings and workshops and/or identify and secure needed support personnel for educational events.

Outreach
• Working with Campaigns and Engagement Manager, design Education Program outreach calendar and assets.
• Develop presentations and shared toolkits to promote CNPS educational programming through chapters, partners, schools, and more.
• Identify and cultivate new partners and audiences for CNPS education programming.
Qualifications
• You have demonstrated experience in community education, interpretive experiences, and outreach.
• You’re an organized project manager who loves project plans and timeline development.
• You’re creative but willing to embrace the business of event logistics, registrations, and technical support.
• You’re well-versed in a variety of tools and media, including major social media channels, Zoom, WordPress (or other CMS), and email marketing platforms.
• You’re a strong writer who can adapt your style and voice to different audiences and media.
• You stay calm and organized under competing and shifting deadlines in a fast-paced environment.
• You enjoy collaboration and input from others.
• You’re passionate about connecting with Californians of all cultures, backgrounds and ages, and committed to removing obstacles to connection.

Additional Desired Skills
• Fluency in Spanish or other languages spoken in California strongly preferred.
• Knowledge of CNPS, familiarity with native plants and plant communities throughout California.

Physical Requirements
This job requires prolonged sitting and use of computer and mouse. It may require participation in field trips on uneven trails with variable grade. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Information
• Multi-day travel to beautiful locations throughout California will be required. Work travel is reimbursed.
• Work location is at the CNPS office in Sacramento, California or remote, depending on circumstances.
• Work time is generally Monday through Friday 8:00 to 5:00. Flexible schedules are possible.

Status, Compensation, and Benefits
This is a non-exempt full-time staff position with a salary range of $24.61 – $26.52 per hour. CNPS provides a comprehensive benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance with competitive family coverage options. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 12 holidays, 12 sick days, and 10 vacation days to start.

Equal Opportunity Policy
CNPS’s policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS’s commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

To Apply
Submit a cover letter and resume here. Please include any pertinent information, including professional and personal experience, that is relevant to the position. The deadline to apply is March 22, 2021.

The California Native Plant Society is an Equal Opportunity Employer.
Candidates from diverse backgrounds are encouraged to apply.