



Resource Conservation District of Greater San Diego County
11769 Waterhill Rd., Lakeside, CA 92040
Phone: (619) 562-0096 🌟 Fax: (619) 562-4799
Website: www.rcdsandiego.org

Position Description

EDUCATION MANAGER

\$28.03 - \$33.08 per hour
32-40 hours per week

The Resource Conservation District (RCD) of Greater San Diego County is a local governmental special district focused on natural resource conservation. We work across the majority of San Diego County to provide resources and programs on farming, pollinator health, education, and wildfire resilience to engage and empower individuals to protect the land, wildlife, and our communities.

Through its educational programming, the RCD encourages people of all ages to take steps to protect, conserve, and restore natural resources and to connect with the land and each other. The RCD's education programs work with schools and colleges, youth groups and camps, adult groups, and individual residents to offer learning experiences both in the classroom and on-site at Wild Willow Farm.

The Education Manager will oversee the development, planning, promotion, and implementation of the RCD's conservation-focused education programs as well as educational offerings at Wild Willow Farm. Programs include the Watershed Connections program, the RCD conservation scholarship, pollinator education programming, the annual plant giveaway, and Wild Willow Farm field trips, workshops, and courses. The Education Manager will supervise education program staff and will work closely with other RCD staff to coordinate across departments.

Position Responsibilities:

- Supervision of education program staff, including regular check-ins, annual reviews, goal setting, and time keeping.
- Review existing educational programs and update curriculum where needed.
- Develop new education programs as needed.
- Actively seek and apply to grant opportunities to fund new and existing education programs.
- Work closely with the team at Wild Willow Farm to coordinate farm education programs with field work and other farm activities.
- Support the promotion of RCD education programs, including social media and website updates.
- Work closely with the RCD's accounting department to support administrative functions of education programs such as invoicing and reporting.
- Oversee coordination of the WWF field trip program (on an interim basis until a field trip coordinator is hired). This includes communicating with teachers to book trips, invoicing, and leading groups of various ages.
- Track program impacts and evaluations, reporting back to funders where relevant.
- Support the recruitment and training of interns to assist with education programming.
- Manage venue rental requests for events and workshops at Wild Willow Farm.
- Attend public events to represent the RCD as required.
- Work cooperatively with RCD staff on other projects as directed.

Conserving Our Natural Resources



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Position Requirements:

- BA/BS in an environmental field from an accredited school or four years of experience with a non-profit organization or public agency in a similar field and able to demonstrate transferable skills and experience.
- Excellent organizational skills, including ability to set priorities, manage time, work under pressure, and manage multiple projects and programs effectively.
- Experience with program management, including applying for and managing grants.
- Experience with supervising staff, and providing guidance, structure, and feedback on performance.
- Ability to communicate professionally with a wide range of audiences, both verbally and in writing. Experience working with schools, clubs, groups, agencies, and media is advantageous.
- Interest in and knowledge of the principles, practices, and techniques of conservation.
- Ability to prepare and maintain detailed and accurate records, reports, and written correspondence.

Other Requirements:

- Must possess a current, valid California driver's license, current proof of automobile insurance coverage, and reliable transportation (mileage will be reimbursed on a monthly basis as necessary).
- Knowledge of word processing, PowerPoint and Excel.
- Punctuality and reliability, and availability to work occasional weekends or evenings.
- Must comply with all RCD rules, personal policies and standards.
- Proficiency in Spanish is beneficial but not required.

Benefits: After successful completion of a 90-day probationary period:

- Health insurance compensation in lieu of health care.
- Participation in the RCD's 457b retirement plan.
- Phone stipend of \$50 per month.
- Thirteen paid holidays and two weeks paid time off per year, the latter increasing with length of service.

Schedule and Location: The Education Manager position is co-located at our office in Lakeside (east San Diego County) and Wild Willow Farm (south San Diego County). Working hours are Tuesday – Saturday between 8:00am-4:30pm.

To apply: Please submit a resume and cover letter explaining why you are a good fit for the position to Ann Baldrige, ann.baldrige@rcdsandiego.org, with "Education Manager" in the subject line by March 17, 2024. For additional information, please contact the RCD at 619-562-0096.

The RCD is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran.

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