



CANOPY POSITION ANNOUNCEMENT

EDUCATION MANAGER – FULL TIME, OPEN UNTIL AUGUST 15TH

Canopy is a growing Palo Alto-based environmental nonprofit that engages the community in the growth and care of our urban forest. Through well-established tree planting, tree care, advocacy, and education programs in Palo Alto, East Palo Alto, and neighboring communities, Canopy creates a more livable environment for all. For more information, visit www.canopy.org.

POSITION SUMMARY

Canopy is looking for a passionate and dynamic educator to join our team. Under the direction of the Program Director, the Education Manager will be responsible for Canopy's growing classroom education programs, currently serving 3 local school districts and non classroom youth education programs, including Canopy's annual Arbor Day Festival. Additionally, the Education Manager will oversee the recruitment and training of Canopy's Teen Urban Forester program of 6 to 8 high school interns, and coordinate adult education programs including workshops and monthly tree walks. Requires occasional night and weekend work.

The ideal candidate is a team player who is self-motivated and engaging, with outstanding interpersonal skills. The ability to communicate effectively verbally and in writing with diverse groups is essential. Extensive experience with environmental education for youth and adults is required.

DUTIES AND RESPONSIBILITIES:

YOUTH EDUCATION (60%)

- Manage, schedule, and deliver Canopy's youth education programs including approximately 45 lessons in East Palo Alto's Ravenswood City School District (RCSD), 6 to 20 lessons at Palo Alto Unified School District (PAUSD), and growing programs at Mountain View Whisman School District and surrounding areas.
- Recruit, train, manage, and retain Canopy's growing corps of education volunteers to assist with delivery of education programs.
- Update curriculum, manage teacher and general program evaluations, and expand existing curriculum as necessary.
- With input from staff, board, and committee members, define and implement non-classroom youth education programs, including Canopy's annual Arbor Day Festival.
- Train and assist in supervising 6 to 8 high school students through Canopy's Teen Urban Forester (TUF) Program, and one college-aged Urban Forest Intern (UFI) who assists with the TUF Program
- Explore and schedule activities that enrich the TUFs' and UFI's experience
- Track and report program deliverables for grants, and evaluate program effectiveness.

ADULT EDUCATION (35%)

- Under the direction of the Program Director and with assistance from program staff and expert volunteers, manage the following Canopy Programs:
 - Arborist led tree walks (monthly)
 - Tree talks (annual)
 - Workshops (monthly to quarterly) including planting, education, and pruning leader trainings, and workshops on other tree topics open to the general public.

OTHER (5%)

- Foster relationships with new and existing partners and speak for Canopy at various school districts meetings, PTA, environmental education collaboratives, etc.
- Proactively assist and follow through on other special projects as assigned

QUALIFICATIONS AND EXPERIENCE:

- Combined 8 years of full-time work experience and/or higher education
- Experience in a school setting as a teacher or outside instructor
- A solid background in science education is a must. Specific knowledge of botany and arboriculture a plus, but not required.
- Experience working with volunteers on an individual and group basis
- Excellent written and oral communication skills
- Excellent computer skills including Microsoft Office, Google Apps/Drive, social media, etc.
- Strong organizational skills, sharp attention to detail, and commitment to producing quality results
- Ability to learn and understand new processes quickly
- Ability to respond thoughtfully, promptly, and respectfully to various audiences
- Bilingual in Spanish a big plus

PERSONAL CHARACTERISTICS

- Ability to engage large groups of children and adults
- Ability to prioritize and handle multiple tasks independently and as part of a team
- Dependable, dedicated, and committed to excellence
- Flexible and creative
- Self-starter who can proactively and independently solve problems

PHYSICAL REQUIREMENTS

- Ability to remain sedentary and perform long periods of computer data entry
- Ability to lift 25 lbs occasionally

COMPENSATION:

Compensation commensurate with experience including medical/dental/vision insurance, vacation and sick leave.)

To apply, please send a resumé, cover letter, and writing sample to Ann Bilodeau, abilo@via.net and Program Director, Michael Hawkins, michael@canopy.org no later than 8/15/16.

Thank you!