



# CANOPY POSITION ANNOUNCEMENT

## Environmental Educator

Canopy is a growing urban and community forestry nonprofit with a track record of delivering high quality, innovative, and impactful programs. Canopy staff and volunteers strive toward excellence, equity, collaboration, and gratitude in the work we do, and welcome candidates that share these values. We are seeking a hard working, dedicated person to join our team and grow with us as we aim to accomplish our vision: a day when every resident of the Midpeninsula can step outside to walk, play, and thrive under the shade of healthy trees.

### **Position Summary**

Under the direction of Canopy's Education Director, the Environmental Educator will be responsible for Canopy's growing K-12 lessons at schools in East Palo Alto, Menlo Park, Palo Alto and Mountain View. A balance of office work and fieldwork can be expected. Every person on the Canopy team is expected to collaborate on shared goals. This is a full-time position with occasional night and weekend work.

### **Duties and Responsibilities**

#### Program Coordination:

- Develop and implement systems for scheduling environmental education lessons with school district administrators, principals, teachers and parent groups at schools in Canopy's service areas.
- Create new ways to recruit and manage Canopy's growing corps of education volunteers to assist with the delivery of education programs.
- Design evaluation tools to gather feedback from students and teachers and use Canopy's database to track and report program outcomes.
- Upgrade, create, purchase, and maintain program materials.

#### Program Instruction:

- Plan, prepare, and teach approximately 80 inquiry-based, hands-on science lessons to over 2,000 students.
- Update curriculum as needed to achieve Canopy's desired education outcomes, align with school curriculum, and support NGSS.
- Research and maintain a current knowledge of the evolving field of environmental literacy, hands-on and inquiry-based education, and STEM.
- Engage youth and families through educational tabling activities at Canopy and community events.
- Work with Education Director to identify and use self-reflective tools and exercises for setting personal goals and evaluating professional development as an environmental educator.

### **Qualifications and Experience**

- Bachelor's degree in education, science education, environmental science or a related field, or combined 4 years of full-time work experience.
- Knowledge of environmental subject matter or a sincere desire to study and learn.
- Excellent classroom and behavior management skills.
- Ability to adapt teaching style and content to meet the diverse needs of students.
- Strong public speaking skills; ability to present in a confident, engaging manner that draws in the audience.
- Demonstrated commitment to professionalism, cultural competency, and equity in education.

- Preferred: experience with NGSS and Common Core standards.
- Preferred: experience working in school classrooms.
- Strongly preferred: fluency in Spanish.

### **Personal Characteristics**

- Detail-oriented, organized, with outstanding interpersonal skills.
- Able to communicate effectively verbally and in writing with diverse groups.
- Ability to work collaboratively and openly communicate with coworkers.
- Positive, flexible, and friendly.
- Independently driven team player.

### **Physical Activity Requirements**

- Ability to sit and type, frequently.
- Ability to bend, squat, stoop, and stand for long periods of time, regularly.
- Preferred: ability to lift up to 50 lbs. occasionally.
- Driving to and around neighborhoods where work is being performed.

### **Compensation**

- Compensation \$38K to \$42K a year, commensurate with experience.
- Medical/dental/vision insurance, sick leave and generous vacation time.
- Canopy values professional growth and opportunities for professional development.

### **How to Apply**

Email résumé, short cover letter, and writing sample to Natalie Brubaker, Education Director, to [jobs@canopy.org](mailto:jobs@canopy.org) with the subject header, “Environmental Educator”. Accepting applications on a rolling basis until the position is filled.

*Equal opportunity employer: Canopy strives to engage, celebrate, and reflect the rich diversity of the communities we serve. We value inclusion and equity in our programs, leadership, and hiring practices.*