

Please submit applications by: September 25, 2023, 5:00 p.m.

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## Summary of Position

The Youth Education Program Manager - Temp (YEPM) leads the planning, promotion and delivery of The Environmental Center (TEC)'s sustainability education programs for youth in Central Oregon (Crook, Deschutes, and Jefferson counties). The YEPM engages students of all ages across Central Oregon in learning about sustainability, healthy environments, and community connections – mostly in schools, and sometimes at outdoor locations and/or in after-school programs (offered by TEC and/or partner organizations).

**Type of Position:** This is a temporary, hourly position from approximately mid-November 2023 to early April 2024 while TEC's full-time YEPM is on parental leave.

**Expected start date:** November 13, 2023. The position will start at 8-16 hours per week in the beginning for training; increasing to 24 hours per week once the YEPM is on leave (projected for mid-to-late December or at the latest, early January). Final schedule will be determined by your supervisor; please be prepared to be flexible.

**Reports to:** This position reports to the Associate Director.

**Supervisory Responsibility:** The position supervises the Youth Education Program Coordinator (YEPC). The position also hires and supervises interns and contract staff to accomplish specific tasks that assist in achieving program objectives.

**Work Environment:** The Environmental Center (TEC) is located at 16 NW Kansas Ave. Our team consists of 16 staff and 10 directors. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor garden spaces.

We operate as a hybrid workplace that offers employees the flexibility to work at the office, out in the community, and remotely (at home or other locations) to successfully achieve the roles and responsibilities outlined for each position, recognizing that some roles require more in-person and/or office time than others.

## About The Environmental Center (TEC)

TEC is a regional hub of environmental education, engagement, and action. Our mission is to embed sustainability into daily life in Central Oregon. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work, and play – for all of us today and for

future generations to inherit. We strive to prioritize equity and accessibility in the decisions we make, partnerships we build, services we deliver, and outcomes we seek to achieve.

You can learn more about us and read our values at [envirocenter.org](http://envirocenter.org).

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. We recognize that community members who are Native, Indigenous, Black and other people of color, 2SLGBTQ people, those with disabilities, people who are houseless, those with low incomes, and people who live in rural areas are most adversely affected by climate change and environmental degradation, and oftentimes the least included and prioritized. We believe that these communities must be centered in the work we do, and strongly encourage people with these identities to apply for this position.

## **Essential Outcomes for the Youth Education Program Manager (Temp)**

- Receive positive feedback from teachers and other partners about the quality and effectiveness of TEC's youth education programs.
- Build and strengthen relationships with youth, teachers, schools and community partners.
- Work collaboratively with TEC's fundraising team to ensure timely completion and submission of all funder reporting requirements.
- Provide supportive and developmentally-focused supervision for direct-reports, in accordance with TEC's adopted policies and procedures.

In addition, each TEC staff member is asked to:

- Create a work plan to achieve your goals, consistent with TEC's strategic plan.
- Uphold TEC's values; commitment to diversity, equity and inclusion (DEI); and our Team Charter.

## **Scope and Duties for the Youth Education Program Manager (Temp)**

### Program planning, promotion and delivery (~60%)

- Schedule and deliver engaging, hands-on educational programs for youth in Crook, Deschutes, and Jefferson Counties.
- Maintain and strengthen relationships with teachers, school administration and clubs, and other community partners that allow us to collaborate and reach more students.
- Regularly solicit feedback from educators and partners on program quality and effectiveness, summarize themes of feedback, and integrate feedback into curriculum revisions and future planning.



- Promote TEC's programs to teachers, after-school programs, and families via digital communication tools (website, social media, e-newsletters, etc.), flyers, events, and other strategies, in partnership with TEC's communications team.
- Develop and follow safety protocols for and during outdoor activities with youth.

### Program administration (~15%)

- Track student engagement and participation data in a timely manner.
- Support TEC's fundraising team and other relevant program staff in completing partner and funder-required reports.
- Provide program highlights and/or summaries for the Board of Directors and the development team, as needed.
- Support communications staff with summer camp promotions and outreach.
- Communicate logistics with teachers and with parents/guardians, as needed.

### Supervision (~15%)

- Help to foster a welcoming, safe work environment for your direct-reports (DRs), in accordance with TEC's employee handbook
- Ensure you and DRs follow TEC's adopted policies and procedures
- Provide real-time performance management for DRs by conducting regular check-ins focused on problem-solving and making progress towards goals
- Support the process for recruiting outdoor days interns.

### Other (10%)

- Participate in regular check-ins and an exit review with your supervisor.
- Be present at the office to answer community inquiries and provide information about TEC, in accordance with our adopted hybrid workplace policy.
- Provide vacation coverage for other team mates as needed.
- Complete timekeeping and other reporting requirements.
- Participate in organization-wide activities as your work and schedule allows within your 24 hours per week, including our Mountainfilm event, Earth Day Fair and Parade, Sustainability Awards and donors/supporter events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The Youth Education Program Manager (Temporary) position's scope of work requires English language fluency because the region we serve primarily speaks English as a first language. Candidates who are bilingual in English and Spanish are highly encouraged to apply and will be compensated above the base wage for the value this brings to the role and our organization's ability to engage Spanish speakers in Central Oregon.



## We Are Looking For

- Experience as a formal or informal educator, ideally with students grades 3-8.
- Experience, understanding and skills related to classroom management.
- Experience delivering sustainability, environmental and/or outdoor education programs and activities.
- Experience supervising direct-report staff.
- Experience using Google apps to manage documents, calendars and emails.
- Someone with a driver's license who can transport bins of materials to various locations. (TEC has an electric vehicle for primary use. Occasional use of a personal vehicle, with mileage reimbursement, may be required.)
- A commitment to building a more welcoming, inclusive organization and local sustainability movement.
- Communication skills that foster collaboration with staff, educators and partners.

## Compensation

The base wage for this position is \$27 per hour. The new hire may be eligible for a wage increase up to a maximum \$31 if they have one or more of the qualifications below:

- Spanish language fluency
- Advanced training/degree in environmental education
- Prior experience directly relevant to this position

TEC will provide a laptop, external monitor, keyboard, and mouse.

## Ready to Apply?

We respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

Please mail or e-mail a cover letter describing your interest in the position, a resume, and three relevant references who can speak to your qualifications.

The Environmental Center, Attn: Lauren Williams  
16 NW Kansas Ave, Bend, OR 97703

E-mail: [lauren@envirocenter.org](mailto:lauren@envirocenter.org)

Please note this job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities of the employee to do this job. Duties, responsibilities, and activities may change at any time with or without notice.



TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications; not on race, color, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.

If you need assistance or an accommodation due to a disability, please contact us at [info@envirocenter.org](mailto:info@envirocenter.org) or call us at (541) 385-6908.

