



Accepting Applications for:

Education Programs Director

Mt. Adams Institute is accepting applications for the position of Education Programs Director through December 28, 2018. See the attached position description for details.

Interested applicants should submit a cover letter, resume and additional writing sample to: Brendan@mtadamsinstitute.org with the heading: Application for Education Program Director. Questions about the position will be answered in the interview process.

Applicants that are selected for an interview should be available on January 3rd or 4th for an in-person interview at our office in Trout Lake, WA.

About Mt. Adams Institute:

Founded in 2011, Mt. Adams Institute (MAI) is a 501(c)3 nonprofit organization with the mission of strengthening the connection between people and the natural world through education, service learning, career development and research.

To meet the mission, MAI operates the following programs:

VetsWork: Environment: A yearlong, career development internship program for military veterans interested in public lands / natural resources management. Participants learn job skills and develop professional networks that improve their ability to secure permanent employment.

VetsWork GreenCorps: A 12-week wildland firefighting training program for military veterans ages 19-35. Participants engage in fuels reduction projects while earning firefighting certifications and learning about landscape management.

Cascade Mountain School: Cascade Mountain School (CMS) is a STEM (Science, Technology, Engineering and Math) and outdoor adventure focused program for elementary through high school students and adults/families.

Public Lands Stewards: Public Lands Stewards, young adults ages 21-30, spend 25 weeks over the summer season supporting conservation projects such as wilderness monitoring and visitor education on public lands in Oregon and Washington.

Learn more about MAI: www.mtadamsinstitute.org



Education Programs Director Position Description

GENERAL RESPONSIBILITIES:

Reporting directly to the Executive Director, the Education Programs Director is responsible for implementing the strategic vision, mission and goals of Mt. Adams Institute's (MAI) adult and youth education programming.

MAI is a 501(c).3 nonprofit organization with the mission to strengthen the connection between people and the natural world through education, service learning, career development and research. The Education Programs Director oversees the operations of in-school and after-school programming, summer camps, community workshops and outdoor school.

Since 2012, many of these programs have been collectively known as Cascade Mountain School, which employs an experiential, place based education model to inspire students to use creative problem solving to become better stewards for their communities. We believe in encouraging strong and lasting connection with the natural world for all students through environmental education. We're dedicated to:

- Fostering strong communities and stewards of the natural world;
- Excelling in scientific inquiry, systems thinking and sustainability studies;
- Cultivating individual responsibility and personal growth; and
- Creating opportunities for students of all backgrounds to connect with the natural world.

ESSENTIAL FUNCTIONS:

Under the general direction of the Executive Director, the Education Programs Director will:

PROGRAM:

1. Plan, direct, coordinate and monitor education programs, including in-school and after-school programs, outdoor school, summer camps and community workshops.
2. Review programs on an annual basis and adjust for improved quality and efficiency as needed.
3. Adapt and improve education programming to advance the mission of Mt. Adams Institute.
4. Develop education programs' long-range strategy to achieve Mt. Adams Institute's mission.
5. Develop an annual calendar of education programs for budgeting, planning, and marketing purposes by year end of the prior year.
6. In collaboration with the MAI Communication and Outreach Coordinator, coordinate the marketing of education programs, including written and oral content, website creation and review, social media content, local, regional, and national outreach opportunities, and electronic and print materials and outreach.
7. Develop and update appropriate systems, such as staff handbooks, risk management training, staff training, food purchasing policies, and registration protocols to safely and effectively operate education programs.
8. Ensure that the necessary program participant information is on file, including medical releases, informed consent, emergency contact information, etc...
9. Ensure that the necessary program implementation documents are developed and shared with key staff members including program logistics, participant medical histories, daily agendas, emergency response plans, menu and food plans, bunkhouse information, etc...
10. Ensure that the necessary program information is shared with participants (and parents): program overview, risk and consent forms, emergency contact procedure and contact information, etc...

11. Develop and maintain partnerships/contracts that support the implementation of education programs. Monitor progress, quality and safety of these partnerships in adherence to MAI standards.
12. Develop and maintain functional relationships with key partners including teachers, Trout Lake community members, Forest Service staff , school administrators and other natural resources professionals
13. Hire and manage education staff.
14. Schedule and perform site visits during education programs to monitor staff performance, provide feedback and ensure safety and quality of programs.
15. Maintain a working knowledge of significant developments and trends in the outdoor education, STEM education, science education, agro-ecology, and environmental science fields.

FINANCIAL:

16. Oversee the fiscal health of education programs, including budget development, securing financial resources to operate programming, developing appropriate tuition and scholarship models, monitoring program expenses and revenue, and completing required reporting to funders.
17. Track and reconcile payments from education programs' participants.
18. Ensure that all education grant requirements and reports are in compliance with standards and timelines.

HUMAN RESOURCES:

19. Identify human resource needs to execute education programs
20. Recruit, interview and select staff for education programs.
21. Provide adequate training and supervision of education staff to ensure that programs are run safely, efficiently and to a high degree of quality.
22. Ensure that appropriate staff documentation is on file and submitted in a timely manner, including payroll and human resources documents (background checks, driving reports, certifications, etc. . .).

ORGANIZATION:

23. Participate in MAI staff functions including staff meetings, staff retreats, program reviews and board meetings.
24. Facilitate positive public relations for education programs and MAI.

OTHER FUNCTIONS:

1. Other duties as assigned

MINIMUM QUALIFICATIONS:

Qualified applicants must have a bachelor's degree with a master's degree strongly preferred plus a history of progressively responsible senior management expertise in a related field. Candidates should possess strong written and verbal skills with a demonstrated capacity to lead tempered by adeptness in building partnerships. Demonstrated success in generating financial resources for programs. Ability to understand and utilize a diversity, equity, and inclusion (DEI) lens to connect with underrepresented individuals or across multicultural communities in the local area.

PREFERRED QUALIFICATIONS:

1. Prior experience in the field of education.
2. Prior experience with working for or collaborating with institutions of higher education and/or public lands agencies.
3. Prior experience with fundraising and development.
4. Working knowledge of computers, AV equipment and wireless devices.
5. Ability to speak, read and write Spanish.

WORKING CONDITIONS:

1. Work may be in a variety of settings, including the outdoors or office environments
2. Work may be performed in a rural, residential setting, and involve activities and driving with exposure to extreme weather and temperatures
3. Work may involve overnight responsibilities and extended periods of time away from home.

EMPLOYMENT REQUIREMENTS:

1. Successful completion of a criminal records and fingerprint background check.
2. Current first aid/CPR certification.
3. Clean driving record as outlined by MAI's policy.

COMPENSATION:

This full-time position, has a salary of \$55,000. It includes 16 hours of PTO per month and eleven paid holidays annually, Simple IRA retirement plan with employer matching program and medical benefits. This position does qualify for reimbursement of position related expenses such as travel, communications and other miscellaneous items as approved by the Mt. Adams Institute Executive Director. This is a grant and participant revenue funded position.