

**JOB TITLE: Education Program Coordinator**

**REPORTS TO: Director of Development and Community Engagement**

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**Type of position:** Part Time

**Duties and Responsibilities:**

- Coordinate the scheduling of on-site and off-site education program activities
- Respond to inquiries related to education programs
- Deliver mission centered education programs for the Wildlife Rescue Center including but not limited to existing youth and adult programs, site and facility orientations and tours, and guided nature walks
- Assist with public education events, volunteer appreciation events, and fundraising events
- Raise awareness by representing the Wildlife Rescue Center at community outreach events
- Other duties as assigned

**Qualifications:**

- At least two years experience leading outdoor science education, environmental interpretive programs, or similar programming for children and/or mixed age audiences
- Knowledge of and/or demonstrated ability to learn about the local region, natural environment, and wildlife native to Missouri
- Experience working with volunteers
- High degree of organizational skills
- Strong public speaking, presentation, and program leadership ability
- Excellent verbal and written communication skills
- Good problem solving and customer service skills
- Ability to work in a team environment as well as operate independently
- Skills in establishing priorities and managing workload
- Technologically literate with strong computer skills including familiarity with Microsoft Office Suite and other commonly used software. Experience with web based databases preferred
- Must enjoy working outside in all weather conditions

**Position Standards:**

- All work will be performed in accordance with Wildlife Rescue Center policies and up to Center standards.
- All work will be performed in a professional manner and according to documentation.
- All work will be performed in collaboration with Wildlife Rescue Center staff and volunteers.
- Staff will dress in a manner appropriate for the position.

- Work must be performed carefully and with attention to detail in an attempt to make it error-free.

**How to Apply:**

Email the following materials to Lacie Jett-Ricketts at [ljetticketts@mowildlife.org](mailto:ljetticketts@mowildlife.org) (no calls, please):

- Cover letter
- Resume
- Contact information for 3 professional references