



| 409-632-0388

Location: 13330 Settegast Road | Galveston, Texas 77554

artistboat.org | info@artistboat.org

Inspiration and education through unique coastal experiences

Title:	Education Program Coordinator
FLSA Status:	Salaried Exempt
Reports To:	Education Program Manager
Pay Rate:	\$45,000 to \$53,000 Salary dependent on years of experience in program coordination and leadership; management and training of outdoor, environmental, and arts program staff in non-formal educational environment, depth of knowledge of Galveston Bay and Gulf environmental community, and proven ability to foster partnerships and secure grant funding.
Benefits:	Benefits include (health care contribution, vision and dental, IRA, Short/Long Term Disability/Life Insurance, Holiday Pay, and Paid Time Off)

Complete package should include cover letter, resume, college transcripts, and three contacts or letters for professional references/recommendations. Applications due by July 29, 2024. Required Start Date is August 15 to August 21, 2024. Complete application packages will be reviewed in full, and interviews based on meeting the qualifications described below. Packages may be mailed to Artist Boat at 13330 Settegast Road, Galveston, TX 77554 or email the complete PDF package to Todd Cleveland, executive.assistant@artistboat.org.

Essential Function: The Education Program Coordinator is an entry level management position and primarily responsible for assisting the Education Program Manager in fostering, designing, managing, maintaining, and growing Artist Boat's Education Programs, which include Eco-Art Workshops and Adventures, Eco-Art Residencies, Summer Camps, Bucket Brigade, and Habitat Restoration Adventures. Primary duties include day-to-day operation of the programs (inclusive of assuring educational staff assignments and duties are completed; equipment, supplies, logistics and communications are sufficient for the day's programs; and co-delivery of programs 66% of the time). A large focus of this position is on maintaining and fostering smooth operations of programs and implementing processes for proper management and obtainment of the program resources (vehicles, equipment, educational staff, supplies, and destinations). This position allows the Education Program Manager time to foster partnerships and communicate promptly with a variety of entities and teachers for scheduling and follow up on planning program components and developing direct pay revenue programs and partners. The goal of the Education Program is to deliver place-based and experiential learning to K-Grey learners and partners to build a stewardship ethic that results in restored, enhanced, and conserved lands that benefit the public and the wildlife in the coastal zone through touch-stone and memorable experiences using science and arts literacy standards through environmental education models.

The ideal candidate will possess the following qualifications and personality traits:

- Minimum bachelor's degree of science and/or of Fine Art (preference to environmental sciences, marine sciences, natural resources or fine arts)
- 2+ years' experience delivering environmental, arts, or science education programs to K-12th grades
- 2+ years' experience delivering outdoor education in coastal environments
- Experience delivering and planning events for 25 to 50 learners

Integrating the arts & sciences for exploration & appreciation of coastal habitats.



- Experience speaking in front of large groups and audiences with advanced interpretive skills to convey scientific concepts
- Advanced skills in Microsoft Office Suite, Excel, Online Registration Systems, and database management (such as Survey Monkey) and ability to use those tools to achieve desired results
- Exceptional writing and interpersonal skills.
- Willingness and ability to transfer to Apple computer and companion software
- Grant writing and/or grant management experience
- The ability to assist the Education Program Manager in managing multiple projects with various funding agencies, setting timelines, tracking budgets, and setting priorities simultaneously while meeting deadlines and deliverables.
- Ability to implement and maintain training and evaluation for Eco-Art Education programs
- Highly motivated, natural leader that fosters and maintains collaboration and partnership
- Deadline driven planner seeking to gain a high level of performance in the field of environmental education.
- Value working with partners and direct reports face to face and over the phone to foster connections and sustain proactive communication to meet deliverables and sustain momentum.

Key Responsibilities:

Program Vision, planning and development:

- Carries out the initiatives of the Executive Director and Board of Directors in accordance with the strategic plan and leads Artist Boat in fulfilling its mission to promote awareness and preservation of coastal margins and the marine environment through the disciplines of the sciences and the arts.

Program and plan implementations

- Coordinate, design, implement and deliver programs funded by grants or partners to deliver K-Grey education programs
- Coordinate the daily activities and tasks of Eco-Art Educators working on educational programming
- Model professional standards of program delivery for Eco-Art Educators
- Responsible for general upkeep, maintenance and repair of equipment and oversight of work outsourced.
- Review and evaluate the results of the education Programs' activities and program staff.
- Establish mechanisms for volunteers to assist with program delivery

Budgeting, fundraising, grant management

- Assist Education Program Manager with educational grants to meet deliverables
- Assist and recommend allocation of resources for program effectiveness and efficiency including ordering equipment and supplies in advance, and alignment with the grant contracts allowable expenses
- Assist in grant writing and reporting for all programing

Integrating the arts & sciences for exploration & appreciation of coastal habitats.



- Assist in development of organizational and program policies regarding grant programming
- Assures collection and record keeping of statistical data on demographics of the Education Programs.
- Review goals and objectives with the program manager on a weekly, monthly, and quarterly basis.
- Oversee and assure vehicle and equipment logs are used and filed in a timely manner.

Communication and Safety

- Daily communication of assigned tasks to assure programs run smoothly
- Responsible for all components of Eco Art Educator safety and training; must sustain the standards implemented and developed over the history of Artist Boat with goal of ACA Kayak Instructor Training and NIA Interpretive Certification for educators
- Outreach through conferences, networking events, fundraisers and festivals
- Social media marketing of education programs

Supervisory

- Delegate clearly and concisely with deadlines so education program staff are accountable and responsible for program goals
- Daily supervision of Eco-Art Educator's tasks and time management goals
- Assure all components of the programs are seen to on a day-to-day basis.
- Maintain a high standard of delivery to participants through a cycle of training, monitoring and feedback that will maintain and foster Artist Boat's reputation.
- Coordinate programs across the five-county area

Other

- Be willing and able to drive own vehicle to destinations through out the Galveston Bay region.
- Be able to tow kayak and / or habitat trailer
- Be able to utilize personal cell phone to communicate with co-workers, partners, teachers, and some participants in the field
- Be able to obtain and sustain American Canoe Association Level 1 or 2 Kayak Instructor Certification
- Ability to communicate with coworkers, partners and participants in person, by email and by phone in a prompt and direct way to avoid misunderstandings.
- Enjoy working with people as much as being in the field and also documenting and reporting on program achievements and/or data. The desk work must be as important as the fieldwork, and training environmental educators must be as important as program delivery

Artist Boat is an Equal Opportunity Employer