



13330 Settegast Road | Galveston, Texas 77554
artistboat.org | info@artistboat.org | 409-632-0388

Inspiration and education through unique coastal experiences

Title: Education Program Manager
FLSA Status: Salaried Exempt
Reports To: Operations Director
Pay Rate: \$50,000 to \$65,000
Salary dependent on years of experience in grants & program management; 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 a cover letter, resume, college transcripts, and three contacts or letters for professional references/recommendations. Applications due by July 2, 2024. Required Start Date is August 15 – September 15, 2024. Complete application packages will be reviewed in full, and interviews based on meeting the qualifications described below. Mail complete package to Artist Boat at 13330 Settegast Road, Galveston, TX 77554 or email complete PDF package to Todd Cleveland, executive.assistant@artistboat.org.

Essential Function: The Education Program Manager is a mid-management position primarily responsible for fostering, designing, managing, maintaining, evaluating and growing Artist Boat’s Adventure Program for K-Grey learners. A large focus of this program is on maintaining and fostering partnerships with a variety of entities to develop and implement grants and contracts designed to provide outdoor and place-based experiences via kayak, foot, vessel, and other platforms of learning (workshops, residencies, professional development, birding, on-site camps, and afterschool or summer programs) in order to bring K-Grey learners to the coastal environment for environmental education experiences that result in attitudinal and behavioral changes that improve environmental quality. The Education Program Manager is primarily responsible for fostering and maintaining Eco-Art Workshop and Adventure Programs, Eco-Art Residencies and companion public art initiatives, Eco-Art Curriculum and Professional Development to meet and exceed national standards for programs increasing ocean literacy, ECO and Eco-Art Camps at the Coastal Heritage Preserve during school breaks and summer, Habitat Restoration Adventures and nativescaping on school campuses, and Beach Engagement Programs (Beautify the Bucket, Bucket Brigade, and World Ocean Day). This person is responsible for assuring all programs are founded in traditional environmental education and focused on increasing science and arts literacy through place-based, project-based, and marine science education methodologies for persons K-Grey.

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)
- 5+ years of experience in outdoors education, arts, and/or environmental education

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

- 3+ years of coordination or program management in non-formal environments and outdoors with history of collaboration with multiple entities and larger programs
- 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
- 2+ years of Grant writing and grant management experience
- Willingness and ability to transfer to Apple computer and companion software
- Ability to manage people, programs, finances and goals through time and resource management tools
- Ability to implement and maintain a training and evaluation for Eco-Art Educators and 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
- Maintain an active presence with local municipal staff, non-profit partners, school district and campus administrators, grantors, federal and state agency staff, and academic partners
- Assure all components of grants, contracts, partnership agreements and contracts, and teacher agreements for adventures programs are met to the standard agreed on and delivered on time
- Foster, maintain, and grow relationships with the Artist Boat partners, including other non-profit organizations, schools and school districts, funding agencies, local businesses, consultants, legislators, city and county governments, parks departments and boards, federal agencies, property owner associations, and others

Program and plan implementations

- Assure an environment where performance is measured through meeting specific goals, meeting deadlines, assuring deliverables are met, and assuring partnerships are maintained
- Model professional standards of partner recruitment, partner interaction, and program delivery for Eco-Art Educators.
- Manage, coordinate, supervise, design, implement, and deliver programs funded by grants or partners to experience the bay through classroom workshops, residencies, professional development, and adventures (walking, vessel, kayak, birding)
- Align curriculum with national, state, and other critical plans and standards for education program delivery in the marine environment.

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

- Directly supervises and trains Eco-Art Educators working on classroom workshops, residencies, public and private adventures, professional development and curriculum development
- Hiring of new Eco Art Educators and conduct onboarding and training

Budgeting, fundraising, grant management

- Manage educational grants to meet deliverables, within policies and regulations in a timely manner for reports to grantors
- Track budget vs. expenses and plan utilization of grant funds in a timely manner
- Financial management of all educational grants and private pay participants
- Assist in grant writing and reporting for all programming
- Assist and recommend allocation of resources for program effectiveness and efficiency
- Assist in development of organizational and program policies regarding grant programming
- Assures collection and record keeping of statistical data on demographics of the programs and for evaluation

Communication and Safety

- 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
- Daily supervision of Eco-Art Educator's tasks and time management goals
- 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 various program goals, assuring a high level of standard is met for all components of the program that maintains and fosters Artist Boat's reputation.
- Maintain a standard of delivery to participants through a cycle of evaluation and critique and feedback
- Review and evaluate program staff, the results of Eco-Art Workshops and Adventure, Eco-Art Residencies, Professional Development, and Curriculum Development activities
- Manage programs across the five-county area

Other

- Be willing and able to drive own vehicle to destinations throughout 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.

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

- The desk work must be as important as the fieldwork, the grant applications must be as important as managing the grants, and training environmental educators must be as important as program delivery

Artist Boat is an Equal Opportunity Employer

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