

American Forest Foundation Job Description

Job Title: Manager, Education Programs

FLSA Status: Exempt

Reports to: Director, Center for Environmental Learning

Job Summary:

The Manager, Education Programs, in conjunction with the Director, Center for Environmental Learning, is responsible for the development and implementation of curriculum and other education-related programs.

Essential Accountabilities/Responsibilities:

The primary functions of this position include, but are not limited to the following:

- Manage the development and implementation of selected curriculum programs
- Develop training materials for state programs
- Develop and present informational programs at professional development workshops and education related conferences
- Manage content development for Coordinator's Conference
- Develop and administer budget for curriculum programs
- Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Masters degree from an accredited college or university in environmental education or a related field preferred or a bachelors degree with at least five years of related experience required.

Required specific experience:

- Expertise in developing age appropriate environmental curriculum
- Experience in selecting and effectively managing outside firms/consultants
- Expertise in developing and administering budgets
- Experience working effectively with volunteers, board and staff members
- Demonstrated expertise in developing content for educational programs for professional development workshops and educational conferences
- Ability to use independent judgment and to manage and impart information to a range of constituencies.
- Ability to foster a cooperative, team-oriented work environment
- Ability to communicate effectively -- to listen, influence, motivate, and lead.
- Exceptional written and verbal communication skills; ability to develop and deliver presentations.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be proficient on an IBM-PC using Microsoft Office, MS Word, MS Excel, MS PowerPoint, HTML, and various internet search engines. Experience with database applications required.

Certificates and Licenses:

None Required

Required Personal Attributes:

- Strategic thinker who can implement positive change
- Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve
- Results-oriented with a keen understanding of the steps necessary to achieve goals on deadline and within budget
- Strong initiative, a self-starter with tenacity, resilience and high energy
- A sound work ethic with the ability to act both independently and as part of a team
- A firm commitment to working in a collaborative environment
- Personable and flexible with the ability to work under pressure
- Time management skills, with the ability to prioritize, coordinate and manage multiple priorities
- Ability to interact with a wide variety of constituencies, including senior level business, volunteer, and community leaders
- Displays discretion and the ability to deal with sensitive issues in a professional manner
- Excellent judgment, tact, and integrity, especially when dealing with donors, board members, volunteers, and the public at large

Supervisory Responsibilities:

This position directly supervises the following positions:

None

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Atmosphere and environment associated with a normal office.
- The noise level in the work environment is usually moderate.

Vision Requirement:

Both close and distance vision are required to perform the duties of this job.

Physical Demands:

Some evening and weekend work is required, and frequent travel will be necessary.

The responsibilities outlined above are indicative of the physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Stand	X		
Walk		X	
Sit			X

Activity	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Use hands to finger, handle or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch or crawl	X		
Talk or hear			X
Taste or smell	X		
Lifting/Carrying up to 10 lbs.		X	
Lifting/Carrying up to 25 lbs.	X		
Lifting/Carrying up to 50 lbs.			
Lifting/Carrying up to 100 lbs.			
Lifting/Carrying more than 100 lbs.			

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

APPROVED: Supervisor/Manager

Date

ACKNOWLEDGED: Employee

Date