

Winkelman Resource Management Center

Position Vacancy Announcement Manager/Educator

Part-time Position

Ten hours per week @ \$20.00 per hour + mileage to start.

Job Summary

The Winkelman Resource Management Center (Ed Center), a 501C3 non-profit entity sponsored by the Winkelman Natural Resource Conservation District (WNRCD) is located in eastern Pinal County, Arizona. The Center is seeking a self-motivated educator to direct the Ed Center, find and apply for grants, and develop a curriculum to teach local school children, college students and adults. The mission of the Ed Center is to teach conservation, promote understanding and appreciation of the environment, and encourage responsible stewardship of natural resources.

Responsibilities:

ESSENTIAL JOB FUNCTIONS:

- Create relationships between the WNRCD Ed Center and local schools and teachers with the objective of teaching students about conservation and the wise use of our natural resources. All curriculum must be science based and comply with Arizona education standards and STEM goals. Schedule virtual, online, and real time activities with schools and community groups.
- Work closely with the WNRCD Board of Directors and local schools to develop community education programs about natural resource management, science, gardening, farming and ranching
- Work with the WNRCD to fund raise, find and write grants, and identify and secure new partnerships to expand the role of the Ed Center within the District communities.
- Recruit volunteers to assist in leading program activities.
- Provide day-to-day management and coordination of project activities.

Qualifications:

- Minimum education: Associate degree; Bachelor's degree in education or social science preferred.
- Two years' experience teaching or working in an organization involved in natural resource management, conservation, earth science or related field.

Knowledge, Skills and Abilities

- Knowledge and skill in the development of science-based learning activities in basic natural resources, soil health and agriculture for various grade levels
- Knowledge and skill in designing hands-on interactive activities that stimulate learners to discover new insights regarding our ecosystem.
- Ability to present programs that are hands-on and experiential-based and involve field research, data collection, and laboratory investigation as well as traditional classroom learning.
- Knowledge of principles and practices in administration of educational programs that motivate student learning

- Skilled in high-quality writing, editing, and proofreading
- Knowledge of instructional program development, with the ability to produce interactive, imaginative, and innovative learning methods
- Effective communication and interpersonal skills as applied to interaction with educators, community leaders, students, and the public.
- Knowledge and skill in operating a variety of multimedia equipment, computer systems, and relevant software applications.
- Ability to develop relationships that result in enthusiasm and participation in Ed Center programs.

Special Position Conditions

- Job offer is contingent upon applicant's ability to pass state and federal background checks and obtain an Arizona Department of Public Safety fingerprint clearance card.
- Must be able to drive and travel throughout the District using own transportation.
- This will be a contract position, and as such, applicant will be responsible for reporting payroll taxes.

To Apply:

Interested candidates should send a cover letter and resume. The application could be emailed to:

clerk.wnrcd@gmail.com OR mailed to: WNRCD, PO Box 486, Kearny, AZ 85137

WNRCD is proud to be an Equal Employment Opportunity employer.

We value and seek diversity in our workforce.