



Part Time Education Coordinator

Reports To: Conservation and Stewardship Director

Summary of Position

The North Branch Land Trust (NBLT) is a small conservation non-profit that works with landowners and their communities to conserve the scenic, natural, and working landscapes in Northeastern Pennsylvania that sustain us. By conserving important natural assets and helping to foster sustainable communities, NBLT aims to increase awareness of our local natural beauty and resources, support a healthy environment, a vibrant economy, and a high quality of life for NEPA citizens.

The Education Coordinator is an integral member of the team at North Branch Land Trust, reporting to the Conservation and Stewardship Director. The Education Coordinator assists in organizing educational programs at NBLT Preserves and for the Land Trust in general and acts as an ambassador for the Land Trust to our supporters and Preserve neighbors and visitors. This may be a seasonal position depending on candidate qualifications and availability.

Primary Duties and Responsibilities - Management & Activation of NBLT Preserves

- Organize educational opportunities: Work with Staff to create fun and engaging educational opportunities at the Preserves and other public locations focusing on natural resources, habitat, wildlife, and other topics relevant to the conservation Mission of the Land Trust.
- Develop conservation media: Contribute to Land Trust public relations and marketing through educational opportunities with civic, governmental, and other groups and organizations and through articles in Land Trust publications in coordination with the Director of Marketing and Development.
- Educational duties: Educate visitors to the preserves about the Land Trust's management philosophy, policies, and procedures.
- Educational outreach: Establish relationships with schools, community groups, etc.
- Assist Land Conservation and Stewardship Coordinator with management of preserves.

Essential Qualifications:

- Demonstrated enthusiasm for and personal commitment to land conservation specifically and the outdoors in general.
- Possess knowledge of natural resources, plant and animal species, geology, or similar.
- Good written and verbal communication skills. Natural ability to communicate clearly and authentically with a wide range of stakeholders including landowners, volunteers and fellow staff.
- Self-motivated coordinator. Willingness to learn and adapt and accept feedback constructively.
- Ability to manage work with a positive attitude, flexibility, and attention to detail.

- Willingness to devote such time as necessary to complete job assignments, including weekend or after-hours work.
- Ability to provide personal transportation to work area.
- Ability to work outdoors alone in all conditions and harsh environments.

Other duties and responsibilities

- Be available on occasional evenings and weekends.
- Be available for Trust development and community engagement events as needed
- Be available to attend job-related workshops and trainings.
- Work on special projects and complete other tasks as required.

Location: NBLT's office is in Dallas, PA and Preserves in Luzerne County, PA. May occasionally work remotely as appropriate.

Other:

- Successful candidate must have access to transportation and possess a valid driver's license as regional travel is required.
- This position requires sitting or standing at a desk, using a computer, and talking on the phone. Walking on uneven terrain and participating in events and activities in various outdoor conditions is required.

How to Apply:

Interested candidates can apply by emailing us at info@nblt.org. For consideration, submit cover letter and resume via email to info@nblt.org. All documents should be in PDF format. Only electronic submissions will be accepted. Position will remain open until filled.

Please do not inquire about this position by phone directly.