



Middlebury Area Land Trust

www.maltvt.org

Education Manager

Position Description

The Middlebury Area Land Trust (MALT) is located in Middlebury, VT and is a small, local land trust serving Addison County with over 34 years of conservation success. Over time, MALT has built intimate connections with the community by creating and protecting unparalleled access to recreation opportunities on over 1,600 acres of conserved lands. MALT's Trail around Middlebury (TAM) is an exemplar of our grassroots conservation efforts. The 19-mile TAM is a textbook network of conserved lands, creating an "emerald necklace" around Middlebury. MALT has conserved a total of 3,700+ acres of land in Addison County while protecting the ecology, scenic viewsheds, agricultural heritage, and recreation opportunities of the area. In more recent years, MALT has grown to provide nature education and connection to nearly 300 annual youth program participants and an estimated 10,000 unique users of our 30-mile trail network.

The Education Manager will be an integral member of MALT's small and dedicated team of [staff, board members, and volunteers](#). They will directly connect our community with the lands and trails we protect.

The Education Manager will:

- Align the work of MALT's education programs with the goals, vision, and strategies of [MALT's current Strategic Plan](#);
- Lead the culture and delivery of MALT's education programs including afterschool, vacation camps, summer camps, nature-based adult programs, and MALT member events;
- Manage MALT's teaching team and oversee all teaching schedules, enrollment, program topics, advertising, and related communications;
- Be an active member of the teaching team while evaluating teaching staff, desired learning outcomes, and safety procedures, up to 50% of the position is delivering programs;
- Directly generate and increase revenue for the organization through managing current programs and developing new programs;
- Coordinate MALT's membership program, focusing on engaging program participants and volunteers in our culture of philanthropy.

Core Responsibilities

Education and Community Engagement

- Manage the administration and coordination of MALT's nature-based education programs for ages Pre-K through adult. Teach collaboratively with a team of educators;
- Manage and teach MALT's nature-based summer camps. Mentor teachers and volunteers, oversee content and safety, and manage logistics and communications;
- Manage education program advertising, program and summer camp registration, and education communications;
- Partner with the Executive Director, Lands & Trails Manager, and Board Education Committee to develop new adult engagement strategies. Coordinate field-based, workshop, and lecture-style programs for adult audiences.

General

- Elevate MALT's culture of philanthropy by coordinating the membership giving program. Use our donor database and existing communication channels to creatively organize and engage the many MALT members who are program participants and volunteers;
- Answer general phone/email inquiries, support office volunteers, maintain a clean and efficient office space, and assist in preparing mailings and appeals;
- In collaboration with the Executive Director, craft content and ensure delivery of e-news, website, social media, quarterly newsletters, and various other communication platforms;
- Serve as MALT's Safety Officer;
- Assist Executive Director with events, fundraising, and other engagement tasks as needed;

Desired skills and traits:

- Highly organized – have demonstrated ability to remain organized while working on multiple levels, with multiple deadlines, with varying teams and partners, and independently;
- A strategic thinker – have demonstrated ability to identify priorities embedded within a larger strategy, to identify inefficiencies, and to problem solve both in planning and on the fly;
- A love of youth and families – A drive to connect a community to a mission through its families and residents;
- A deep, personal value of land conservation, outdoor recreation, and nature-based education;
- A relationship builder – the ability to connect with others on a personal level over the beauty, value, and inspiration of natural spaces;

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Desired Qualifications

MALT prefers applicants with a Bachelor's degree in a relevant field of study and demonstrable success as a leader in the field of environmental education and community engagement. Formal education and/or experience preferred in environmental education, natural resources, non-profit management, environmental science or studies, or the like. Applicants will have at minimum, a combined 4 years' experience directly teaching outdoors and at minimum, 1-5 years' experience managing those programs. Desired qualifications include:

- Thrives in a mission-based and environmental organization;
- Experienced and passionate about teaching nature education to ages Pre-K through adult, in an outdoor setting, in all seasons;
- Intuitive, determined, and creative problem solver. Thrives in independent and team settings, experience working with little or no direction and oversight;
- Capable of balancing many projects with varying deadlines, ability to prioritize short- and long-term needs;
- An appreciation for details, enjoys managing volumes of information including enrollment, participant information, rosters, program and teaching schedules, etc.;
- Excellent interpersonal skills used for educating and communicating with people of all ages and backgrounds and supervising a growing teaching team;
- Knowledge of, and familiarity with the ecology and natural resources of New England, Vermont, and/or the Champlain Valley;
- Excellent communication skills garnered from producing and/or supervising mission-based content that is creative and visually compelling. Strong reading, writing, and computer skills including Microsoft Office and Excel, digital photography, Facebook, MailChimp, and Instagram;
- Experience in database management preferred (particularly donor databases), but training will be offered for the right candidate.

Physical Requirements: Ability to walk several miles in a day, over rough terrain and in all weather conditions. Ability to spend a full 8 hours, actively moving on your feet with little rest.

Additional Requirements: A valid driver's license and access to a personal vehicle is required. Applicant must pass a federal background check.

Location: Middlebury, VT

Hours: Depending on the applicant's preference and in collaboration with the Executive Director, a schedule of 30 – 37.5 hours per week will be worked, occasional evenings and weekends are required.

Compensation: Compensation expected to be an annual salary equivalent of \$35,000-\$43,000 (depending on qualifications, experience, and schedule).

Benefits: A healthy and positive work environment, flexible work schedule, generous sick, vacation, and paid holidays, retirement matching program and healthcare benefits for a full-time schedule, and one free week of MALT summer camp each year (for child or grandchild in your household).

To Apply: Send cover letter, resume, and three professional references addressed to Jamie Brookside, Executive Director, at jamie@maltvt.org. MALT is an equal opportunity employer and welcomes all qualified applicants.

Application deadline: 8:00 am on November 15, 2021