

EDUCATION MANAGER, PROGRAM DEVELOPMENT

Location:	Chula Vista, CA (in-person)
Reports to:	Director of Education & Guest Experience
Employment Classification:	Regular, Hourly, Full-Time, Non-Exempt
Wages:	\$30.00 - \$33.00 per hour
Benefits:	80 hours each of Vacation, Holidays, and Sick Time per year; 100% of premiums for medical, dental, life, and LTD; 401K and FSA Plans

HOW YOU WILL IMPACT OUR MISSION

The **Education Manager, Program Development (Education Development Manager)** is responsible for the planning, administration, and advancement of school, youth, and community programming. Under the guidance of the Director of Education & Guest Experience and in coordination with the Education Implementation Manager, this position contributes to and carries out the assessments, vision, and goals of the Education & Guest Experience Plan.

WHAT YOU WILL DO

- Directly oversee Education Program Specialists, including but not limited to coordinating schedules, approving timecards, and all aspects of hiring, training, and developing personnel
 - Manage the administration of fee-based and grant-sponsored education programs, including but not limited to budgets and purchasing, grant reports and program tracking, registration and invoices, contracts and insurance compliance, and program booking and promotion
 - Maintain an understanding of target audience needs (such as school standards and youth camp trends) and oversee development of aligned curricula and evaluation strategies
 - Assist with creating relevant and engaging training resources for educators
 - Assist with developing content and interpretive materials for permanent and temporary exhibits
 - Cultivate and maintain community relationships in both the formal and informal education fields, particularly those serving over-excluded populations
 - Appear as a live spokesperson on media opportunities as assigned
 - Attend all relevant management and staff meetings, within and across departments, communicating progress and needs
 - Conduct operational manager duties such as responding to guest issues, helping in the gift shop, responding to emergencies, and opening / closing rounds and checks
- *Additional duties if classified as bilingual (English/Spanish):**
- Communicate with constituents in Spanish as needed and provide translation of simple written materials (*at least 20% of job duties requiring Spanish language use*)

WHO YOU ARE

This role is a bridge between communities and nature, so we are looking for applicants who share our commitment to providing equitable access to nature. Applicants must be 18 years of age.

Education, Experience, and Certifications

- B.A./B.S. or equivalent experience in Science, Education, Community Relations, or related field
- 2+ years of experience managing programs and paid staff in a school, science center, zoo, nature center, or similar environmental education setting
- 2+ years of experience teaching students or groups in a formal or informal education setting

- 1+ years of experience creating and evaluating nature-based curricula
- Working knowledge of endemic and exotic wildlife and ecosystems and/or coastal and wetland environmental issues; experience in handling and presentation of animals in interpretive programming within a zoological institution or museum preferred
- CPR/First Aid Certified or ability to obtain within first 6 months (provided by Living Coast)
- California Driver License or ability to obtain within first 12 months

Skills and Knowledge

- Proven ability to manage budgets and grants and maintain organized administrative records
- Strong interpersonal and leadership skills; demonstrated ability to supervise and work with a variety of professionals while promoting positive team dynamics
- Should be a proactive self-starter with the ability to work independently; able to set priorities, solve problems, and be resourceful under pressure
- Excellent written and verbal communications skills
- Thorough knowledge of Microsoft Office Suite required; knowledge of Adobe Creative Suite, Canva, Outlook, Google, Altru by Blackbaud, Volgistics, or other management programs preferred

***For bilingual classification:** Fluent in English and proficient in oral Spanish at [Intermediate High level](#) (pay differential contingent on ACTFL testing and certification, provided by the Living Coast)

PERKS OF THE POSITION:

As part of the Living Coast family, you'll enjoy a fun, fast-paced environment and great teammates, and:

- FREE admission for staff; discounted admission tickets for family and friends
- Discounts on merchandise
- Reciprocal admission to many local organizations
- 80 hours each of Vacation, Holidays, and Sick Time per year; 100% of premiums for medical, dental, life, and LTD; 401K and FSA Plans

WORKING ENVIRONMENT

This position is a combination of indoor office work and outdoor education with the general public.

- Physical abilities: remaining stationary or traveling, speaking to large groups, driving, typing, reaching, and lifting up to approximately 20 lbs.
- Noise level: usually moderate but can be loud at times
- Hazards: contact with ambassador animals, including marine animals, reptiles, and birds, subject to training by Animal Care professionals; use of disinfectant cleaning supplies; inclement weather
- Schedule: typically **Sunday – Thursday or Tuesday – Saturday, 8:30 - 5:00**, but can vary depending on events, meetings, and other opportunities.

TO APPLY

Please submit cover letter and resume in electronic format (single .PDF or .DOC file) to Shayna Foreman, Director of Education & Guest Experience: Shayna@TheLivingCoast.org. **Applications accepted on a rolling basis until position is filled.**

This guide to the general job responsibilities is not inclusive of every duty the employee is expected to perform. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **The Living Coast Discovery Center is an Equal Opportunity Employer.**