



Manager of Public Programs Irvine Nature Center

Irvine Nature Center, the largest independent nonprofit environmental education center in the greater Baltimore region, seeks a dynamic ***Manager of Public Programs*** to plan and facilitate engaging public programs for children and adults. As part of the Education Department team, this management level position is responsible for the creation and implementation of a public programs strategy that prioritizes diverse and robust community participation and inclusive, interactive, and immersive classes and events that engage new and existing audiences. Successful candidates will have demonstrated an ability to lead and inspire others with their commitment to and enthusiasm for nature-based education. This full-time position (Wednesdays-Sundays) reports to the Deputy Director.

Areas of Responsibility:

Public Programs:

- Oversee, coordinate and expand Irvine's public programs, including seasonal family programs, hikes, workshops, health and wellness programs, and Scout programs
- Coordinate speakers and oversee Irvine's *Eat, Drink & Learn* and *Lunch & Learn* programs
- Lead 'Summer Outreach' programs for public libraries, camps, preschools, etc.
- Coordinate with the Manager of Volunteer Services to ensure weekend walks and other volunteer-led programs are scheduled and supported
- Staff public programs as needed, including weekend and occasional evening programming
- Oversee the part-time and contractual staff who lead these programs, including training, scheduling, and evaluating
- Work closely with marketing and communications team on writing program descriptions for calendars, brochures, social media and quarterly education reports
- Using data-driven analytics, evaluate public programming offerings based on visitor feedback and satisfaction, through surveys and other methods of post-event/engagement communication. Adjust and modify offerings using this data, to continue create outstanding customer experiences for Irvine community members.

Other Program Areas

- Lead four weeks of Summer Nature Camp programs
- Assist with school fieldtrips, outreach and Eco-Explorers, Irvine's afterschool nature club (2-3 days per week)
- Assist with special events as needed

- Represent the Center at community events, in partnership with Marketing and Communications, with a goal to increase participation in Irvine's programs and events.

Qualifications Needed:

- A successful candidate will have a strong background in natural sciences and environmental education with at least two years' experience in leading comparable programming for a similar educational institution, or some combination of relevant education and experience.
- A Bachelor's degree in biology, natural resources, education, environmental/science education, outdoor education or related fields
- Experience in developing and leading diverse programming for a wide range of ages and backgrounds in a variety of science-based nature topics and settings
- Desire and ability to develop creative and innovative programs that fulfill the Center's mission
- Strong knowledge of natural history
- Demonstrated ability in hiring, developing, and evaluating staff as well as being a team player
- Excellent oral and written communication skills; strong interpersonal skills
- Must be willing/able to spend multiple hours outdoors in all weather (snow, heat, cold, rain)
- Basic computer experience (i.e., Word processing, Outlook, digital photos, etc.)
- A critical thinker who can analyze data, and capitalize on information

Salary: \$46,000-\$48,000 Annually

To Apply: Please send cover letter and resume to the attention of Courtney Sagal, Irvine Nature Center, 11201 Garrison Forest Road, Owings Mills, MD 21117 or email HR@ExploreNature.org

Please note: Employment is contingent upon completing and passing a criminal background check

Irvine is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by federal state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.