



**JOB ANNOUNCEMENT
Education Program Manager**

Salary: Starting range \$68,640 - \$72,000 annually (DOE) + benefits (see below)

Reports to: Executive Director

Type of Position: FT Salary, Exempt.

Background:

American River Conservancy is a non-profit organization dedicated to serving our community by ensuring healthy ecosystems within the Upper American and Upper Cosumnes River Watersheds through land conservation, stewardship and education.

Position Summary:

The Education Program Manager will develop, coordinate and deliver high quality experiential, natural history, and outdoor-based environmental education programs for all ages at the American River Nature Center, at Wakamatsu Farm, on school campuses and on other local public lands.

Duties Include:

1. Establish a cadre of trained volunteers and local teachers using high quality science curriculum such as the Beetles Project, Project Learning Tree (PLT), Project WET, Project WILD, or similar frameworks as a training tool.
2. Adapt, develop and implement education programs at Wakamatsu Farm using Environmental Principles and Concepts, and Next Generation Science Standards (NGSS) as a framework for youth education programs.
3. Manage Summer Nature Camp(s). This includes creating a budget, planning and preparation, recruiting and training camp counselors/volunteers, managing registrations, interacting with parents, and delivering at least 4 weeks of camp for children ages 4-11. Hire and train a Camp Coordinator to work seasonally during Nature Camp.
4. Manage delivery of the California Naturalist Certification Program and Climate Stewards Program.
5. Coordinate and Manage Nature Bowl Semi-Finals and assist with Nature Bowl sponsor outreach.
6. Manage and Implement ARC's Empowering Educators for Climate Action Initiative.
7. Assist Executive Director in the promotion and administration of the Innovations in Environmental Education Fund.
8. Develop relationships with local schools, school districts, youth programs, alternative education programs (homeschool, distance learning, etc.), and other community organizations.
9. Coordinate educational tours at Wakamatsu Farm and Open Farm Days.
10. Lead and develop ARC's Education Committee.
11. Oversee the allocation of the Bob Masad IEE fund



12. Participate in grant-writing to support education programs and projects.
13. Develop new and innovative methods of teaching environmental literacy to audiences of all ages and abilities.
14. Collaborate with other staff on administrative tasks and special events. Duties may include: making/receiving phone calls, updating the ARC Education webpages, booking/confirming field trips, sending out invoices, designing and producing promotional mailings for educational programs, researching funding sources, meeting with funders, attending community outreach events, contributing to the quarterly ARC newsletter and email correspondence to supporters.

Required Qualifications and Skills:

1. 3-5 years of experience working with all ages in both classroom and/or outdoor settings. Naturalist experience and knowledge of a range of outdoor activities is required.
2. Understanding of ecological concepts, the science used to study them, and a good working knowledge of local natural and cultural history. A lifetime learner.
3. Experience with curriculum development with a focus on interdisciplinary education and experiential education.
4. Organization effectiveness and ability to cooperate with other staff and volunteers.
5. Must be able to work while walking, sitting, and/or standing – with enthusiasm and gusto.
6. Valid Driver's License.
7. First Aid and CPR or Wilderness First Aid (training can be provided).
8. Personal philosophy consistent with the mission of the American River Conservancy.
9. Working knowledge of Microsoft Office Suite.
10. Excellent oral, written, and networking communication skills.
11. Bachelor's degree with coursework including environmental or physical sciences, and education or equivalent teaching experience in outdoor/environmental science is required.

Job location and Hours:

The location is the American River Nature Center in Coloma and traveling throughout El Dorado County and eastern Sacramento County. Remote/hybrid work option available after first 60 days of employment. This position requires flexibility. The employee will be expected to work during normal business hours, with an understanding that there may be the occasional participation in events and programs that occur in the evenings or weekends outside of normal business hours.

Salary and Benefits:

Annual salary dependent on qualifications and experience. Ten paid holidays (7 fixed, 3 floating); accrual of vacation time (10 days) and sick leave (10 days) begin on the first day of hire. ARC will pay at least 50% and up to 75% of the cost of our group health plan following the completion of a 60 day waiting period. ARC may offer a retirement contribution (currently 10% of annual wages; as funding allows) which begins to accrue following one full year of employment.

For more information and to apply:



AMERICAN RIVER
CONSERVANCY
Preserving Rivers and Land for Life

Questions regarding the position should be directed by email only to:
elena@ARConservancy.org. No phone calls please. To apply, **submit a cover letter and resume with 3 professional references** on or before **5:00pm August 22, 2025** to:
Email: elena@ARConservancy.org

Equal Opportunity Employment: American River Conservancy is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances of the state.