



**JOB DESCRIPTION AND ANNOUNCEMENT**  
**Education Coordinator**

**Salary Range:** \$20-\$24/hour, DOE

**Reports to:** Education Program Manager

**Type of Position:** Part-time, hourly (32 hours per week); Non-exempt

**Background:**

The 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 Coordinator participates in and leads outdoor education activities for participants of all ages at Wakamatsu Farm and other locations throughout El Dorado County. The Education Coordinator also coordinates volunteer trainings, delivers programs, and develops outdoor education curricula.

**Essential Duties:**

- Coordinates and leads outdoor education programs and activities as part of ARC's education program, including field trips, homeschool programs, nature bowl, and nature camp.
- Manage scheduling, communications, and invoicing for school field trips, in coordination with Accounting Specialist and Education Program Manager.
- Coordinates California Naturalist Certification Course and Climate Stewards Certification Courses at ARC.
- Coordinates and trains volunteers for education programs.
- Communicates with ARC staff and attends staff meetings (twice per month) and other ARC-related events as needed.
- Contributes social media content (Facebook, Instagram) on behalf of Education Programs, following ARC guidelines.

*The above statement is intended to describe the general nature and level of work being performed and is not intended to be construed as an exhaustive list of all responsibilities and duties.*

**Qualifications:**

Knowledge and experience working with people of all ages to deliver environmental education programs and natural history education is required. Ability to hike/walk on uneven terrain in rural areas is required. Great communication skills (phone, email, verbal) are required. Working knowledge of Microsoft Office, Google Drive, and Outlook required. Program and event coordination experience is strongly recommended. Knowledge of local natural and cultural history is strongly desired. Bachelor's degree or coursework related to education and/or environmental science is desired. Initiative to jump in, work independently, and have follow-through are necessary qualities to succeed in this role.

**Working Conditions:**

Must be able to work outside in the sun and tolerate inclement weather exposure. This type of work may expose one to encounters with poison oak, ticks and rattlesnakes. Certain aspects of the job may be performed remotely or in the field. However, many duties require close collaboration with other staff, which necessitate 2-3 days per week in the office.

**Job location and Hours:**

The location is the American River Nature Center in Coloma and Wakamatsu Farm. There is a flexibility to work remotely if needed, subject to Manager approval. Most weeks include Education Programs that require in-person work at Wakamatsu Farm. The employee will be expected to work during normal business hours, with an understanding that there will be, on occasion, a need to participate in events and programs that occur in the evenings or weekends outside of normal business hours.

**Rate of pay and Benefits:**

Starting pay dependent on qualifications and experience. Eleven paid holidays (9 fixed, 2 floating); accrual of vacation time (10 days) and sick leave (10 days) begin on the first day of hire; accrual rate is based on number of hours worked per week and number of years worked. Part time employees accrue vacation time each pay period at a rate which is proportional to the ratio of their hours worked to full time hours (full time = 40 hours/week). ARC will pay at least 50% and up to 75% of the cost of a qualified 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 and is dependent on budgetary constraints from year to year.

**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.*

**To Apply:** Send cover letter, resume and 3 references (with contact information) to: [ryann@arconservancy.org](mailto:ryann@arconservancy.org) by January 5, 2026. No phone calls please.