



JOB ANNOUNCEMENT

Director of Education

Job Summary:

Manage the development and implementation of education programs for people of all ages using parks as the primary platform to explore nature in the city; represent the Pittsburgh Parks Conservancy to the City of Pittsburgh, community groups, non-profits, foundations, donors, and others; liaise with all appropriate schools and school districts, universities, consultants, city departments, and organizations that support educationally related Conservancy projects; support other community outreach initiatives; support the management of the Frick Environmental Center and Frick Woods.

Duties and Responsibilities:

- Lead and support dynamic and diverse team of full- and part-time educators in the development and implementation of learner-centered parks-based educational programs for children, adults, and families.
- Represent and advocate for the Frick Environmental Center with partners, community members, and funders.
- Develop and adhere to annual program budget and fee structure that supports the long-term health and sustainability of the department.
- Assist with fundraising for all education programs and for on-going management of the Frick Environmental Center and Frick Woods.
- Identify and take advantage of opportunities to expand educational programming to other locations in the park system and to those communities where the Parks Conservancy has a strong connection, with a particular emphasis on promoting equitable access for people from diverse backgrounds and traditionally underserved communities.
- Explore opportunities to use technology to expand reach of educational program.
- Manage the performance of direct reports and support individual staff members' and the team's growth and development using progressive management techniques.
- Foster an office culture where team members are free to openly express their ideas, explore their interests, and to contribute to the direction of the mission and goals of the Frick Environmental Center.
- Develop and strengthen partnership with Citiparks and other appropriate city departments to support the success of the Environmental Center and partnered educational programs.

- Collaborate with Conservancy staff and/or partner organizations (including other environmental non-profits, local public and private schools, colleges and universities, and city agencies, etc.) on Parks Conservancy education initiatives.
- Work to enhance and implement program evaluation.
- Coordinate the development of interpretive materials for the parks that strengthen public education and outreach.
- Engage and support colleges, universities, environmental and related organizations in conducting practical research on the impact of environmental education using parks as classrooms.
- Engage in and support the work of the Park Conservancy's Landscape & Facilities Management team for the on-going management of the Frick Environmental Center and Frick Woods.
- Staff Pittsburgh Parks Conservancy Board of Directors Education Committee.

Budget Accountability:

- Operational budget of more than \$650,000 per year.
- Position may also design and manage special projects in excess of \$100,000.

Decision-Making Responsibilities:

- Provide leadership to and support the performance of high-functioning education team (currently 6 FT, 4 PT, 6-10 seasonal).
- Provide leadership to any individual(s) (paid or volunteers) to support the education of the public about the parks and our local environment.
- Provide leadership to any individual(s) (paid or volunteers) to support the maintenance, restoration, and operation of the parks, especially the Frick Environmental Center and Frick Woods.
- Establish deadlines and ensure adherence to the defined schedule; act to resolve issues independently when deadlines are not on target or missed.
- Assist with program fundraising.
- Assist with the management of any consultants working on projects related to the success of the Frick Environmental Center and Frick Woods.

Knowledge, Skills and Abilities:

- Advanced educational and environmental knowledge.
- Strong leadership and interaction skills critical to managing others, including both keen listening skills and the ability to present ideas clearly and effectively.
- Strong management skills to optimize work flow and ensure successful implementation of programs and projects.
- Team builder who supports on-going professional development for staff.
- Strong commitment and enthusiasm for working with children and families in the outdoors.
- Strong commitment to outreach in historically underserved communities.
- Strong commitment to excellence in delivery of education programs.
- Interest in sustainable design and management ideals.
- Understanding of the critical role parks play in the health of a City.

- Ability to develop and maintain relationships with City departments and other partner organizations.
- Flexible and broad thinker who can identify and take advantage of opportunities for collaboration and/or program development/expansion.
- Excellent communicator with a non-confrontational approach.
- Exceptional written and verbal communications skills; strong command of the English language.
- Skilled in use of the Internet or related sources for research.
- Able to work outdoors through all seasons to lead educational activities.
- Able to maneuver through all areas of the Parks (hills, streams, dense thicket, etc.) in support of job duties.

Experience and Education:

- Minimum of five years of experience in non-profit and/or environmental education field.
- Undergraduate degree in education or environmentally-related field; extensive experience (10 years) with environmental education can be substituted for a degree.
- Direct experience teaching children and adults in formal and/or informal settings.
- Experience managing a team and working across departments to achieve success.
- First Aid and CPR certification required (obtained within 6 months of work start)
- Act 33/34 clearances required
- FBI Fingerprint clearances approved
- Valid PA driver license

**Please send resume and cover letter to info@pittsburghparks.org.
NO PHONE CALLS PLEASE**