



Education Project Manager

Job Summary

Under the supervision of the Director of Education, the Education Project Manager will plan, implement, and collaborate on education projects with Sierra Streams Institute and be an integral part of the SSI education team. The Project Manager will be responsible for coordinating and implementing field experiences with students. Curriculum design will be a primary function of the position.

The education program requires collaboration with elementary teachers, education researchers, and environmental educators to run environmental science field experiences primarily with 3rd-8th grade classes in Nevada County. You will implement and have the opportunity to design environmental science programs that focus on watersheds, forest health, and the role of fire on the landscape.

There are 3 primary education initiatives currently active at SSI although you may be asked to work on and/or design additional initiatives:

Watershed explorers- This educational experience gives elementary and middle school students an opportunity to explore their local riparian zone and creek for a day. Students take water quality measurements, collect and identify aquatic macroinvertebrates, and get a crash course on riparian plants.

Environmental Science Investigations- Held on the beautiful 200 acre Woolman Property (or other natural sites), students gain the basic skills and knowledge to design their own ecological investigation based on inquiry skills of making observations, forming questions, and collecting data. Students finish the day by presenting their findings.

Our Forests- As part of this program, students will investigate their local forest health by collecting, analyzing, and sharing data on forest and fire ecology. Teachers will participate in professional learning workshops which support them in leading these investigations in or near their own schools, and aligning this work with science curriculum standards. The Project Manager will be based at the Sierra Streams Institute office and will travel to school sites within the county to assist with the implementation of the program.



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Position: The position is variable between 50-75% time throughout the year. The position guarantees a 50% position for 2 years that will be dedicated to the NSF-funded project, Our Forests. Additionally there is seasonal instruction that will be on a month by month basis as available funding allows.

Compensation: \$30/hour

Supervisory Responsibilities: The Project Manager will be responsible for supervising and guiding groups of up to 15 students in outdoor hands-on activities, facilitating classroom activities, and conducting virtual educational activities in the case of distance learning. The Project Manager will provide oversight support for education technicians and education Americorps members.

Supervisor: Education Program Director

Essential Functions and Responsibilities

1. Assisting in program development and implementation for broad environmental science education experiences;
2. Coordinating with teachers, Sierra Streams staff, and project partners;
3. Managing grants including tracking budgets and meeting deliverables (this responsibility is expected to expand with the position);
4. Guiding groups of up to 15 3rd-8th grade students in outdoor learning experiences by coordinating activities and ensuring group safety;
5. Teaching and assisting students with collection of forest health and fire resiliency data in a forested plot, while managing group dynamics and safety;
6. Assisting students in the classroom with entering their data into an online database, visualizing and analyzing their data, and holding scientific conversations;
7. Leading virtual educational activities in the case of distance learning (if necessary);
8. Performing research activities, including administering consent forms and student surveys;
9. Designing environmental science curriculum sometimes in collaboration with teachers and environmental scientists;
10. Working with a team to lead the sharing of student research findings on forest health through community events, such as at the STEAM Expo;
11. Assisting coordination with community partners such as City of Nevada City, Land Trust, State Parks, etc;
12. Assisting with the setup of forested plots near school sites, including removing hazards (such as poison oak), creating signage, clearing trails, and marking boundaries.



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Desirable Qualifications

Knowledge of and ability to implement:

- NGSS elementary science curriculum, especially project-based learning in environmental science. Writing science curriculum a plus.
- Equitable and anti-racist education practices, such as being able to identify and support the unique needs of all students, particularly those whose needs are not met by the lesson as it is designed.
- Safe and effective leadership of groups of children in indoor and outdoor settings.
- Supporting and working in tandem with teachers in the field and classroom to achieve learning objectives.
- Coordination with community partners for school projects.
- Google Apps and Microsoft Office applications (spreadsheets, word processing, presentation slides).
- Database and/or citizen science database platforms.
- Effective communication and collaboration strategies for use with teammates and among a wide variety of participants and stakeholders.
- Grant writing a plus.
- Effective public speaking techniques a plus.
- Contemporary environmental challenges in Nevada County a plus.
- Research and data collection and evaluation methods and procedures; experience collecting Citizen Science student data a plus.
- Applicable laws, codes, regulation, policies and procedures in regards to leading youth on field trips.
- Has a current CPR/first aid certification.

Physical Demands (with or without reasonable accommodations):

- Guide students safely through forested environments, including navigating trails and marked forested plots.
- Sit and stand for extended periods of time.
- Hear and understand speech on the telephone, at normal room levels, and in workshop and training sessions.
- Speak in audible tones so that others may understand clearly in normal conversation in person, on the telephone, and presenting at workshops and trainings.
- Operate a telephone, computer, copier, calculator and other commonly used office equipment.
- Push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds.
- Drive a vehicle.



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Education and Experience

Applicants may qualify for this position through a combination of training and experience that provide them with the required knowledge and skills. We reserve the right to determine if a candidate meets the qualifications.

A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited four-year college or university with major coursework in education, environmental science, or education or science focus; OR equivalent non-academic experience and demonstrable knowledge and skills in science education.
- At least one (1) years' experience in safely guiding elementary school students in outdoor environments.

OTHER REQUIREMENTS: These requirements must be met prior to working with students.

Must provide proof of eligibility to work in the United States

Must possess a valid California Driver's License

Must provide proof of automobile insurance coverage

Sierra Streams will support you in receiving:

Fingerprint and Background clearance (paid for by Sierra Streams)

Valid Tuberculosis (TB) clearance (paid for by Sierra Streams)

Additional Benefits:

- Flexible schedule
- Potential for hours increase or permanent position pending performance and funding

Application Information: Position is open until filled.

Please send resume, cover letter and contact information for three references to Education Program Co-Director, Sol Henson at sol@sierrastreamsinstitute.org. Write "Education Project Manager" in the subject line.