

Job Rank/Title: Academic Specialist/Environmental Education Program Coordinator

Department: Kellogg Biological Station (KBS), Michigan State University

Reports To: Assistant Director for Education and Outreach

Appointment: Annual, recurring, full-time

Salary and Benefits: \$40,000 to \$45,000/year, dependent on qualifications. Full health benefits. Voluntary retirement fund participation for the first two years of employment, after that mandatory participation with University double match.

Duties: Plan, oversee, evaluate and promote education/outreach programs, primarily at the Kellogg Bird Sanctuary, in ecology, natural science, resource conservation and sustainable natural and managed resources. Assist with other education and outreach programs at KBS as needed to extend the reach of the educational mission.

- Develop, deliver and assess a coordinated environmental education program for a diverse clientele at the Kellogg Bird Sanctuary. Groups include, but not limited to: K-12 schools, 4-H, preschoolers and parents, senior citizens, local community organizations, adult continuing education groups and casual drop-in visitors. Work with the Sanctuary Advisory Board to evaluate current programs and develop new initiatives in light of this analysis. (30%)
- Supervise Sanctuary staff and volunteers. Work with staff to recruit, train and retain volunteers and mentor interns. (20%)
- Work with the Director, KBS administrative staff, and MSU Advancement to identify potential funding sources and donors and prepare proposals to them to support Sanctuary programs and facilities. (20%)
- Develop in coordination with the Assistant Director for Education and Outreach instructional and interpretive materials (including signs, brochures, and Web site) and with the Community Relations Director on promotional materials and media releases. Coordinate and conduct publicity to promote awareness of Bird Sanctuary programs to insure good attendance and public involvement. (15%)
- Work as a member of a collaborative KBS Education and Outreach team to develop coordinated education and outreach programs and courses involving other KBS units and local conservation organizations. (15%)

Qualifications:

- MS or equivalent experience in environmental education, natural resources, science education, nature interpretation, or a related field.
- Minimum of three years experience in a natural resources education and outreach position with a track record of meeting goals.
- Grant writing and acquisition skills.
- Computer literacy with Microsoft Office programs, digital photography and desktop publishing. Web content management and writing experience a plus.
- Excellent organization skills. Creative problem-solver. Multi-tasker.
- Experience with program development and evaluations. Knowledge of standards-based

education and related issues for K-12 schools.

- Ability to write in a clear, engaging and professional style.

To Apply:

Submit CV, a cover letter with a statement of relevant skills and work experience, and contact information (including e-mail) for three references as a single pdf to:

Dr. Gwen Pearson
Assistant Director for Education and Outreach
W.K. Kellogg Biological Station
3700 E. Gull Lake Dr.
Hickory Corners, MI 49060
Phone: 269-671-2350
<mailto:edoutreach@kbs.msu.edu>edoutreach@kbs.msu.edu
Fax: 269-671-2351

The position is available immediately. Review of applications will begin August 2009 and continue until the position is filled.

Jenny Smith, Secretary to Dr. Katherine L. Gross
W.K. Kellogg Biological Station
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