



# Coastal Bend Bays & Estuaries Program, Inc.

615 N. Upper Broadway, Ste. 1200, Corpus Christi, TX 78401-0749 • (361) 336-0304 • (361) 400-5326 (fax)

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## Education Coordinator

*Position Open Until December 15, 2017*

### GENERAL INFORMATION:

The Coastal Bend Bays & Estuaries Program (CBBEP) is seeking an enthusiastic and highly organized person with a strong work ethic for the position of Education Coordinator. He or she will be responsible for creating relationships with teachers and volunteers, coordinating the set up and execution of field experiences, some training of volunteers, and other formal education activities hosted by the CBBEP. Applicants will help in the continuing efforts to educate the Coastal Bend about our unique estuarine environments via fieldtrips, classroom presentations and teacher trainings. They must have the ability to lead frequent outdoor fieldtrips in challenging South Texas weather conditions. The ability to work effectively and patiently with teachers and children as well as work cooperatively with staff and school personnel is imperative.

CBBEP is a local non-profit 501(c)(3) organization and has a mission to protect and preserve the health and productivity of the bays and estuaries along the Texas Coastal Bend. This full-time salaried position is based at the CBBEP's Nueces Delta Preserve near Odem, Texas. The successful candidate will report to the Director of Environmental Education.

### RESPONSIBILITIES INCLUDE (but are not limited to):

- Prepare for and assist with fieldtrips and outreach programs with a focus on the Nueces Delta Preserve
- Assist with collecting, managing and returning program supplies
- Assist with program implementation to facilitate both field learning and classroom activities.
- Assist with group management, as needed
- Promote positive relations by providing information to teachers and serve as a campus resource contact
- Assist with the staffing of local festivals and events
- Actively participate as a member of the education staff team
- Provide general support to Education Program Staff

### QUALIFICATIONS:

- Proven people skills, ability to work with a wide variety of personalities
- Strong computer skills required
- Keen interest in people, education and the environment
- Have a willingness to learn and a desire to help present high quality programming
- Be enthusiastic about helping with education and outreach activities
- Willingness to work on a flexible schedule with the ability to travel throughout the Coastal Bend
- A self-starter with a strong desire to learn and must enjoy working with young people

### CERTIFICATION: (helpful but not required):

- First Aid and CPR
- Interpretive Certification

**TO APPLY:** Please email cover letter, resume, and salary requirements to [info@cbbep.org](mailto:info@cbbep.org). No phone calls please. CBBEP is an Equal Employment Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnicity background, disability or any other characteristic protected by law.