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[santafewatershed.org](http://santafewatershed.org)

## SFWA Education Specialist Job Description

### Overview

The Santa Fe Watershed Association seeks a motivated, passionate on-staff Watershed Educator to facilitate current youth and adult watershed education programming, develop and update curricula, and participate in ongoing visioning. Benefits and pay negotiable (starting at \$23-\$25/hr, 25hrs/wk, potential to increase).

### Required qualifications:

- Bachelor's degree + 1 year of relevant experience OR four years of relevant professional experience
- Passion for learning, sharing knowledge, and collaboration
- Comfort and ability teaching in an outdoor environment in a variety of conditions
- Excellent organization and communication skills, written and verbal
- Collaborative team player
- Comfort using computers and other standard technology
- Local to Santa Fe or able to regularly commute to Santa Fe
- Ability to work flexible hours
- Background check (through SFWA)

### Preferred qualifications:

- Proficiency or fluency in Spanish
- Background in (outdoor) education, watershed science, and/or environmental studies
- General knowledge of ecology and cultures of Northern New Mexico
- Strong classroom management skills
- Access to a car for travel between sites, transport of materials and equipment
- Connection to the Santa Fe community

The Santa Fe Watershed Association (SFWA) is a 501(c)3 environmental nonprofit located in Santa Fe, New Mexico, whose mission is to enhance the health and vibrancy of the Santa Fe River and its watershed through education, restoration, stewardship, and advocacy. Learn more at [www.santafewatershed.org](http://www.santafewatershed.org).

We are an equal opportunity employer committed to our community. We actively seek to recruit, hire, promote, and retain a diverse workforce that welcomes and engages people from varied backgrounds and reflects the population of Northern New Mexico.

## **Essential Functions and Responsibilities**

The Watershed Educator will work with SFWA staff, partners, and contractors to facilitate and lead educational programs.

### **Program Implementation and Evaluation**

- Provide a safe, nurturing environment that allows all learners to explore their own way of connecting to the natural world
- Recruit, train, and schedule contract educators and education volunteers
- Purchase and maintain supplies and equipment
- Develop and maintain strong relationships with the education community, including schools, other environmental education organizations, and regional partners
- Develop annual education program budget that gets inserted into overall organization's budget
- Design and facilitate program assessments
- Write grant proposals and reports
- Other related administrative duties

### **Program Development**

- Collaborate with other SFWA staff to develop and strategize new education programming that aligns with SFWA's mission, as well as update current programming
- Plan and implement field trips, classes, and workshops for youth and adults
- Ensure that programming is aligned with NM STEM Ready, NGSS, Common Core, and general outdoor education innovations and values
- Communicate with schools, teachers, volunteers, other nonprofits and businesses, and various government departments and agencies to facilitate education opportunities and provide educational material

If interested, please send resumes/CVs and a list of three references to [info@santafewatershed.org](mailto:info@santafewatershed.org), or bring them to our office. Thank you!