USEE Programs Manager

Position Description: USEE is seeking a highly motivated and committed individual to fill the Programs Manager position. This position will have the following responsibilities:

- Development and implementation of yearly action plans, in coordination with the Program Committee, for USEE’s programs and services including: annual Utah Environmental Education Conference, Project Learning Tree, Project WET, Project WILD, Utah Green Schools, community discussion groups, Utah Environmental Education Certification, and other special events and projects.

- Management of program implementation including, workshop/event planning, marketing and outreach, committee coordination, and program evaluation and reporting.

- Development of networking and communications initiatives promoting environmental education resources and professional development opportunities for educators and program providers in Utah. This includes, but is not limited to, the USEE website, social media, and publication development.

- Assist Executive Director with program related grant writing, fundraising initiatives, membership, management of volunteers and interns, and other non-profit management duties as assigned.

Qualifications include: Bachelor’s or Masters degree in environmental education, teacher certification, and/or minimum five years experience in related field; conference and/or event planning experience, Utah Environmental Education Certification (or enrollment) preferred; Project Learning Tree, Project WET, and/or Project Wild facilitator preferred; the ideal candidate would be looking to grow within the organization long-term.

Required Skills: Must have a good attitude, strong leadership and interpersonal skills; strong written and verbal communication skills; must be self-motivated and able to work independently as well as with a team; must be proficient with a wide variety of computer software and platforms; must possess organization and time-management skills; must be passionate and motivated about building the capacity of quality and effective environmental education efforts statewide and nationally. Occasional evening and weekend work required.

Salary & Benefits: Low to mid $20K range depending on experience, health care stipend, vacation and sick pay.

To Apply: Please send Cover Letter, Resume, and References to: jobs@usee.org. This position is for immediate hire and will remain open until filled.