



Part-Time Education and Outreach Coordinator

Employment Classification: non-exempt, part-time up to 30hrs a week.

Hourly Rate: \$25/hour

Organization Description:

The Lake Hopatcong Foundation is a growing 501(c)3 non-profit organization based on New Jersey's largest lake. The Lake Hopatcong Foundation dedicates itself to protecting the lake environment and enhancing the lake experience, bringing together public and private resources to encourage a culture of sustainability and stewardship on and around New Jersey's largest lake for this and future generations.

LHF Values:

Collaboration: We work to bring people together and foster equity, opportunity, vibrance, and wellness where all may flourish within the community.

Action: We are committed to our mission, moving quickly to take on projects that have an impact on and around the lake.

Sustainability: We are forward-thinking when making decisions, taking future generations into account when considering projects and initiatives.

Warmth: We are a friendly face to the community, showing the best of ourselves and bringing out the best in the people of Lake Hopatcong.

Reporting Relationship:

The Education and Outreach Associate will work closely with the Grants and Program Director and will report to the Executive Director. LHF has a small staff, and all staff work collaboratively to support each other's work, and this work is amplified by the help of dedicated educators and volunteers. In this role you will be responsible for managing the education team during environmental field trips.

Job Purpose:

To build a broad base of support for its mission, LHF maintains a strong focus on community engagement through education programs, its floating classroom, recreational and community programming. This position is responsible for assisting in the planning and execution of the Foundations' education programs and community outreach initiatives.

Responsibilities:

- Work with LHF's Grants and Program Director and education team to execute LHF's environmental field trip program during the Spring and Fall.
- Develop and implement environmental education field trip program for high school students with project consultant and education team.
- Lead outreach to schools and community groups.
- Establish relationships with education-focused peers in similar organizations to share ideas and materials to develop collaborative partnerships and expand educational offerings.
- Coordinate and deliver ecology and other topical public cruises on the floating classroom during the summer season.
- Work with LHF staff to develop a regular agenda of educational or interactive presentations on topics of interest around the lake. Recruit facilitators/presenters and serve as hosts for these virtual and/or in person events.
- Working with the Grants and Program director oversee maintenance of floating classroom.
- Ensure equipment and supplies are properly inventoried, maintained, and ready for field trip program.
- Provide training to seasonal educators and volunteers.

- Other duties as assigned.

Experience, Skills & Requirements:

- A bachelor's degree is required. A focus on education, ecology, or environmental science is preferred. An interest in teaching and communicating with students is essential.
- 3+/- years of experience in a formal or informal educational setting with a preference for ecology or environmental education.
- Strong interpersonal and relationship skills; demonstrated ability to communicate, motivate, lead, and relate effectively to others.
- Self-management and teamwork skills. Ability to organize, prioritize and direct a projects collaborating effectively with LHF staff and others as appropriate.
- Ability to work outdoors, be on your feet for hours at a time and lift up to 50 pounds.
- Experience with Microsoft Office suite.
- Flexible schedule. Weekend and some evening work required.
- Requires use of a personal vehicle; job-related mileage reimbursed.

Work Location:

The position will require you to work at the Lake Hopatcong Foundation, 125 Landing Road, Landing, NJ with remote work arranged through the Executive Director on an as needed basis.

To Apply:

To apply for this position, please send a cover letter and resume to kyle@lakehopatcongfoundation.org. Applications will be reviewed on a rolling-basis until the position is filled.

The Lake Hopatcong Foundation is an equal-opportunity employer and values diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.