

## **Eno River Association is seeking an Eno Education Director**

*The Eno River Association in an accredited land trust in Durham, North Carolina working to conserve and protect the natural, historical, and cultural resources of the Eno River Basin.*

### **Primary Responsibilities**

#### **I. Eno Education**

- ✓ Develop and deliver education programs and service-learning opportunities focusing on our core mission areas.
- ✓ Work with partners such as, but not limited to, Orange County and Durham Public schools, NC State Parks, Durham Parks and Recreation, Soil & Water Conservation Service, Friends of the Mountains to Sea Trail, other local land conservancies and environmental groups, and community groups to enhance opportunities for program delivery.
- ✓ Identify, plan, organize, and deliver specialized education events.
- ✓ Work with the Association's Director of Conservation & Stewardship to incorporate education opportunities into stewardship volunteer workdays.
- ✓ Lead appropriate stewardship volunteer workdays for K-12 students.
- ✓ Plan, organize, direct, and administer the Association's summer camp programs including hiring, training, and supervising temporary professional staff and student counselors.
- ✓ Work with partners and Association staff to increase program access to those persons historically underrepresented in outdoor recreation, environmental education, and natural resource conservation, including people of color, under-resourced communities, and persons with impairments.
- ✓ Serve as staff liaison to the Association's volunteer Education Committee.
- ✓ Design and implement data collection and survey process for programs completed.

#### **II. Eno Outreach & Communication**

- ✓ Plan, organize, and implement the use of social media to engage the public with the Association and its work, and to promote its events and activities.
- ✓ Contribute written nature and history content regularly, for all Eno publications.
- ✓ Participate in the planning and review of Eno publications.
- ✓ Partner with development and communications staff to provide Eno content to the public.
- ✓ Ensure the volunteer Eno Calendar Committee successfully plans, produces, and sells the Association's annual wall calendar.
- ✓ Maintain Eno River Association's photography archive.
- ✓ Provide a monthly written report of education activities to the Association's Board of Directors.

#### **III. Eno Events**

- ✓ Plan, organize, and implement Association events such as the New Year's Day Hike, Annual Meeting, and other special events in coordination with Association staff.
- ✓ Schedule Eno's participation in events organized by others, which meet participation criteria.
- ✓ Organize appropriate display and activity materials for events.
- ✓ Plan, organize, and oversee operation of the EEEK area at the Festival for the Eno – Eno Environmental Education for Kids.
- ✓ Plan and administer the Association's weekly winter and spring hike series, including recruiting, scheduling, and training of hike leaders.
- ✓ Design and implement data collection and survey process for events completed.
- ✓ As resources allow, assist Eno River State Park and Durham Parks and Recreation staff with delivery of their education programs.

#### **IV. Supervise & Mentor**

- ✓ AmeriCorps Environmental Educator and/or Summer Education Intern; up to 1 each, annually:
  - Recruit
  - Train
  - Provide assignments
  - Evaluate
  - Personnel Administration
  - Discipline
- ✓ Volunteers
  - Serve as main Eno point of contact for interested volunteers
  - Train volunteers as needed
  - Coordinate a robust group of volunteers to carry out the activities of the Eno River Association

And other duties as assigned.

#### **Education & Preferred Qualifications**

- ✓ Associate's or Bachelor's degree in a related field, or equivalent professional experience.
- ✓ North Carolina Environmental Educator Certification, or capability to complete certification within 2 years of employment.
- ✓ General knowledge of ecosystems and earth sciences, with the capability to quickly learn from local natural, cultural, and historical resources to conduct programming.
- ✓ Curious and inquisitive regarding the natural world, and cultural history.
- ✓ Comfort in handling insects, reptiles, amphibians, and other critters.
- ✓ Written and verbal communication skills in English and Spanish.
- ✓ Competent public speaker.
- ✓ Supervisory experience.
- ✓ Self-starter who can work independently as well as part of a team.
- ✓ Organized; able to multi-task and problem solve; demonstrates attention to detail.
- ✓ Capable with Microsoft Word and Excel. Basic understanding of Social Media.
- ✓ Valid Driver's License, and able to drive a pickup truck and panel van (automatic transmission).
- ✓ Able to hike up to 5 miles on rugged trails while conducting interpretation and education programming. Able to wade in a flowing river with a rocky, uneven bottom.
- ✓ Able to use basic hand tools in the execution of trail construction and maintenance for up to 4 hours. Able to lift and carry up to 25 pounds for at least 200 yards.
- ✓ Tolerance for working outdoors in typical North Carolina weather ranging from hot and humid, to cold and wet and sometimes frozen.

## **Eno Education Director Schedule**

Work hours fluctuate weekly based on season and events; average 40 hours/week over the course of a year. Majority of work time will be Monday-Friday between 8:00AM and 5:00PM. Some weekend days will be scheduled- or partially scheduled- for programs, workdays, and events. Occasional work at evening events is required, as evening interpretation and education programming, and committee meetings occur 2-3 times per month. Weekday schedules will be reduced commensurately, to accommodate weekend and evening work requirements. Note that Holiday work is required on New Year's Day, Independence Day, and Martin Luther King Day of Service, as these are major event days for the Association. **Ideal start date is December 30, 2020.**

## **Eno Benefits**

- ✓ Competitive Salary
- ✓ Paid Vacation
- ✓ Paid Personal Time Off
- ✓ Paid Holidays
- ✓ 403B retirement plan, with employee/employer matching contributions
- ✓ Supplement to cover Health Insurance Premium

**Applications will be accepted until December 1, or until the position is filled. To apply:**

Submit one document that includes your cover letter, resume, and contact information for two professional references to:

Eno River Association, Education Director Search  
4404 Guess Road  
Durham, NC 27712

Or by email to: [jessica@enoriver.org](mailto:jessica@enoriver.org)

**Note:** Background checks will be conducted before a final offer is made.

*The Eno River Association is an Equal Opportunity Employer and values diversity in its workplace.*