



P.O. Box 463 Columbia, MO 65205
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www.riverrelief.org

Missouri River Relief Job Description

Position: Education Coordinator
Status: Exempt/Full Time, Salaried
Salary: \$32,000 - \$36,000 commensurate with experience
Benefits: Group Health and Dental Plan, Simple IRA
Reports to: Education Director

Position Purpose

As part of the Missouri River Relief Education team, the Education Coordinator plays a vital role in the planning, development, and delivery of Missouri River Relief's educational programs. These include field trips (school and family groups), summer and seasonal day camps, in-school programs, booths at public events, and custom program offerings. In addition, this position involves administrative and programmatic functions, program marketing, program facilitation, and instruction. The Education Coordinator will have excellent organizational, communication, and written skills, possess the ability to engage youth, and demonstrate a passion for the environment and teaching.

RESPONSIBILITIES:

These are the areas of need for our organization, and the position will be co-constructed with the Education Director to best match the skills, strengths, and expertise of the candidate we hire.

Program Instruction: Collaborate on the development and implementation of education programs.

- Co-develop and implement education programs (such as [Missouri River Scientists](#)) targeting schools and organizations that align with our mission, education philosophy, and funding needs.
- Differentiate and tailor programs that honor the backgrounds and needs of each group, incorporating partners' requests within our education philosophy, logistics, and interests.
- Manage participant's physical, social, and emotional safety using sound judgment and appropriate risk management decisions; administer and document first aid.
- Represent Missouri River Relief and programs at professional conferences or events and perform public speaking, such as presentations or panel discussions.
- Participate in teaching reflections via check-ins with the Education Director.

Curriculum Development: Create lessons with clear learning objectives.

- Develop, implement, and evaluate education curriculum and outreach materials
- Actively develop, organize, and implement assessments to capture evidence of student learning and program outcomes.

Program Communication & Support

- Assist in the education program enrollment process.
- Communicate program news and updates for all education programs through websites, newsletters, and social media.
 - Create posts on social media platforms such as Twitter, Facebook, and Instagram.
 - Create content promoting education programs for the organization's newsletter.
 - Create engaging and informative webpages to promote education programs. (such as the [Big Muddy Speaker Series](#)).
 - Design press releases to promote education programs.
- Develop and maintain strong, positive relationships with volunteers and collaborative partners, ensuring that mutually agreed-upon expectations are met.
- Maintain records of volunteer hours and assist in tracking, reporting, and verification.
- Record and track program contact information in the Salesforce database system.
- Prepare and maintain records for monthly, quarterly, and annual reports.
- Contribute to the maintenance and updating of education program materials.

“One MRR” Responsibilities: Engage and collaborate across program areas when possible.

- Contribute to an inclusive work community by using sensitivity to bring cultural relevance to the workplace and co-worker relationships.
- Proactively share the mission and program structure with external stakeholders.
- Cross-market organization programs when opportunities arise.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The employee must have the ability to:

- Independently travel across the state; including cities along the Missouri River between Kansas City, MO and St. Louis, MO.
- Confident driving or willingness to learn to drive large vehicles including box trucks and 12-passenger vans.
- Stand, walk, bend, stoop, and reach for extended periods.
- Lift and carry up to 30 lbs. (i.e., load, unload, and move materials and supplies).
- Work outdoors in all weather conditions (e.g., in temperatures over 100°F as well as rain and other inclement weather conditions as needed).

This job description is not meant to state or imply that these are the only duties the employee performs. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Equal Employment Opportunity: Recruiting and retaining a diverse workforce is a high priority at Missouri River Relief. Missouri River Relief does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.

How to Apply

Send a cover letter, a resume, and two references to the Education Director at kristen@riverrelief.org with the subject line: "Application: Education Coordinator." Incomplete applications will be disqualified. We will review applications on an ongoing basis, and strong early applications will be contacted sooner.

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