

JOB DESCRIPTION

Title: Education Coordinator
Status: Exempt, full-time, year-round
Salary: Starting range \$65,000–68,000
Location: Lee Vining, California
Supervised by: Education Director

The Mono Lake Committee Education Coordinator is responsible for organizing two major educational events and for leading high-quality outdoor and environmental education programs. The Committee's education programs engage people with Mono Lake and its tributary streams, associated water issues, cultural and natural histories, and the Committee's mission to ensure the long-term protection and restoration of these unique resources.

Primary Responsibilities:

1. Organize the Mono Basin Bird Chautauqua and deliver a successful event.
 - Work in a leadership role to plan, organize, and execute this multi-day bird festival, with guidance from the Education Director and supporting staff.
 - Plan and develop the festival program, including scheduling and coordinating field trips, workshops, presentations, and special events.
 - Coordinate with several dozen trip leaders and serve as the primary event contact for trip leaders.
 - Manage 250+ event participants, including answering questions, navigating registration issues, and conducting post-event follow-up; serve as overall primary contact for participants.
 - Develop information needed for the website, registration system, and event program.
 - Engage with Chautauqua partners.
 - Ensure the event meets the MLC's goals.
 - Perform event analysis, gather feedback, and propose improvements for subsequent year.

2. Organize the Mono Lake Committee Field Seminar program and lead Field Seminar trips:
 - Plan approximately 20 one-to-three-day educational seminars, instructed by expert naturalists, scientists, photographers, and artists.
 - Work with the Education Director to create an annual program that aligns with participant interests and the goals of the Field Seminar program.
 - Coordinate with seminar leaders to set up and schedule program offerings, ensuring all logistics are in place.
 - Collaborate with the Communications team to promote the Field Seminar program effectively.
 - Lead several Field Seminars, including scouting, planning, and organizing sessions.
 - Develop materials and resources necessary to facilitate Field Seminars and ensure all pre- and post-trip participant communication is conducted.

- Oversee and monitor Field Seminars in real-time to maintain safety standards, educational quality, and participant satisfaction.
 - Continuously assess and explore opportunities to grow and improve the Field Seminar program.
3. Lead Custom Trips as part of the Committee's guided, paid, interpretive program.
 - Scout, plan, organize, and lead interpretive programs in the field.
 - Process and track income.
 - Manage a clientele list, pre- and post-trip reports, and communicate with the Membership team about clients.
 - Develop ways to promote the guided trip program in coordination with Education Director and Communications team.
 - Network in the Eastern Sierra to promote the Custom Trip program.
 4. Work with Education Director to provide environmental education programs to school groups, members, individuals, media, and groups as needed.
 - Organize Committee resources and personally lead tours to deliver environmental education activities at Mono Lake and along its tributary streams.
 - Coordinate with educators and schedule programs.

Secondary Responsibilities:

- Lead South Tufa tours, canoe tours, and bird outings as needed.
- Write *Mono Lake Newsletter* articles, blog posts, and program-relevant material for social media and the website.
- Coordinate the Mono Lake Committee Scholarship program.
- Maintain current natural history knowledge and seasonal happenings of the Mono Basin.
- Maintain field safety certifications as required.
- Assist with projects and tasks associated with the canoe program, Mono Basin Outdoor Education Center, Mono Basin Field Station, Information Center & Bookstore, and the Mono Lake Committee office.
- Answer phones, staff the front counter of the Information Center & Bookstore, and other office tasks as needed to support successful office operations.
- Provide support for other projects and staff as needs arise.

Requirements:

- At least two years of experience leading or educating groups in an outdoor setting.
- Experience in complex event planning.
- Strong foundation in natural history knowledge and ability to communicate this knowledge effectively to diverse audiences.
- Organizational leadership skills, including the ability to oversee a complex array of programs and to encourage a team approach among staff.
- Excellent written and verbal communication skills.
- Experience and confidence in public speaking.

- Ability to be flexible and adjust schedule.
- Occasional travel in California, primarily to Los Angeles.

Preferred Qualifications:

- Bilingual in English and Spanish.
- Familiarity with Mono Lake Committee and Eastern Sierra communities.
- Experience with canoes or paddling.
- Wilderness First Responder and CPR certification

Benefits:

- Medical and dental insurance
- SIMPLE IRA retirement plan eligibility after six months
- Sick time, holiday time
- Vacation time beginning at two weeks per year

The Mono Lake Committee values a diverse, inclusive, and equitable workplace where all employees and volunteers feel respected and appreciated. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments.

To apply:

To apply, send a cover letter, resume, and references to Ryan Garrett, Education Director, Mono Lake Committee, P.O. Box 29, Lee Vining, CA 93541. For more information, contact Ryan at (760) 647-6595 or ryan@monolake.org.