



Maine Timber Research and Environmental Education (Maine TREE)

Director of Education

Maine TREE seeks a dynamic leader to serve as its Director of Education to develop and guide forest-based education programs, including its sponsorship of Project Learning Tree. The Director provides vision and leadership and effectively manages a team composed of teachers, natural resource professionals, and others to deliver those programs.

Maine TREE is an independent, private, non-profit organization whose mission is to educate and advocate for the sustainable use of the forest and the ecological, economic, and social health of Maine's forest community. Maine TREE seeks applicants with a demonstrated commitment to equity and those interesting in building a diverse team to achieve our mission.

Project Learning Tree (PLT) is a nationwide program whose mission advances environmental literacy and promotes stewardship through excellence in environmental education, professional development, and curriculum resources that use trees and forests as windows on the world.

Position Description

The Director of Education works to sustain and expand Maine TREE's capacity in meeting the demand in Maine from schools, teachers, parents, students and other partner organizations for outdoor environmental education programs that connect to Maine's forests. The Director, in their role as the designated PLT Coordinator in Maine, develops and supports a network of qualified PLT facilitators, and designs, delivers and evaluates professional development opportunities for both formal and non-formal educators. This position reports to the Executive Director.

The Director initiates, supervises and promotes PLT activities in Maine, and helps to guide and support the development and implementation of new research and outdoor education programs at Maine TREE. The Director:

1. Creates, fosters and strengthens educational partnerships throughout Maine and across all programs of Maine TREE
2. Leads in the design, development and implementation of education programs and services and ensures continued alignment with state science standards
3. Strategically positions education programs and services to generate revenue through grants, sponsorships and fee-for-service models
4. Implements quantitative and qualitative program evaluation processes that enable Maine TREE to measure and demonstrate program impact
5. As designated PLT Coordinator in Maine:
 - a. Maintains a working relationship with national PLT staff in Washington D.C. and serves as liaison to the national office and works cooperatively on joint projects
 - b. Performs administrative tasks including but not limited to creating program agreements and contracts; coordinating staff scheduling; and, preparing and submitting reports
 - c. Recruits, trains, and manages a network of qualified PLT workshop facilitators
 - d. Designs, delivers, and evaluates professional development for PLT facilitators
 - e. Reviews and approves PLT workshop proposals and supports the marketing of workshops

- f. Works with an educational advisory committee to provide strategic vision and leadership to meet the needs of Maine TREE's education programs
 - g. Supports the development and implementation of long-range strategic plans and associated annual work plans and operating budgets
 - h. Raises a portion of funds to support specific needs of the program
6. Assists in the educational aspects of other Maine TREE programs as assigned, including, but not limited to, the Forests of Maine Teachers' Tours, Holt Research Forest, Forest Ecology Research Network, and Certified Logging Professionals.

Qualifications:

- Education: BA or BS in related field (e.g. education, environmental education, natural resource management, etc.)
- Minimum 5 years' experience in a related field.
- Minimum 5 years' classroom teaching experience, especially in a science or STEM field, is highly preferred;
- Demonstrated knowledge of best-practices in environmental education and nature-based education;
- Broad understanding of the connections among Maine's forest ecology, economy and forest-based communities;
- Ability to work outdoors in a variety of conditions and a willingness to work some evenings and weekends;
- Possession of a valid driver's license, and ability to travel, primarily in Maine.

Skills:

- Strategic leadership skills; ability to lead toward a shared vision; flexibility; adaptability.
- Communication skills with proficiency in writing, speaking, and listening to diverse audiences.
- Project management skills with proficiency in developing, designing, managing, and evaluating programs.
- Strong computer skills, including use of Google Suite and Google Classroom
- Fundraising, grant writing and grant management.
- Ability to manage a network of volunteers and partners.
- Ability to design, deliver, and evaluate effective facilitation skills and to model best practices in education.
- Willingness to work some evenings and weekends

Compensation will be commensurate with experience. The position will be located at the Maine TREE offices at 535 Civic Center Drive in Augusta, Maine.

To apply, please send a cover letter, resume, a brief writing sample, and three references (to be contacted for finalists only) to: jonathan@mainetree.org by October 9, 2020.

Applications will be reviewed on a rolling basis