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Sent: Wednesday, January 11, 2006 11:47 AM
To: pabiodiv@webmail.upb.pitt.edu
Subject: PABIODIV: PICE JOB ANNOUNCEMENT

JOB ANNOUNCEMENT *Please Distribute*

Program Coordinator
PA Institute for Conservation Education

The Pennsylvania Institute for Conservation Education is looking for a self-motivated, well organized and energetic individual to coordinate and administer all facets of the PA Wildlife Leadership Program; a residential summer program for teenaged youth ages 14-17. The Program Coordinator will provide leadership, expertise, organization and commitment to a nationally recognized youth residential and educational program in its startup while envisioning opportunities for program growth. As a member of the education team of the PICE, this person will be involved in the administration and leadership of other programs throughout the year.

Job Type: Full Time, exempt

Specific Responsibilities

- * Oversee all functions of the Pennsylvania Wildlife Leadership Program (PWLP) for teenage youth ages 14-17 including program administration; marketing; program development; and staff or volunteer recruitment, training and supervision.
- * Cultivate, manage, and coordinate productive relationships with a broad spectrum of natural resource and education professionals and partnering organizations in the administration of the PWLP.
- * Oversee curriculum development and related committees to ensure academic content.
- * Evaluate all aspects of the program from training of staff and volunteers to the student participant assessment.
- * Design and implement all educational programs to align with organizational and state standards.
- * Design and implement strategic marketing objectives to ensure programmatic growth.
- * Research and write programmatic and educational materials grants.
- * Write news releases and coordinate public relations and communications for PWLP.
- * Maintain program databases and contact records
- * Work to achieve the Institute's and program educational goals.
- * Work closely with Executive Director and advisory council to administer this program

Qualifications:

- Bachelor's degree in Education, Environmental Education, Conservation Biology, Ecology or related fields with proven experience in program administration and management.
- Passion for the Institute's mission to conserve Pennsylvania natural environments through education

- Minimum of three years of experience in directing/coordinating educational programs with proven abilities in supervision of staff and volunteers, program development and management, fiscal management, nonformal education, and leading residential programs.
- Skilled in program planning, marketing, supervising and overseeing youth programs.
- Highly motivated, well organized, independent worker with a proven ability to meet deadlines and work effectively with team members and partners.
- Good communication skills necessary.
- Experience in grant writing and strong organizational skills preferred.
- An understanding of residential camp programs, related regulations and standards is recommended.
- Interest in and understanding of wildlife management or issues a plus

Compensation

Salary: Commensurate with Experience

Deadline

Applications will be accepted until February 15, 2006. EOE.

To Apply

Please send letter of interest, resume, and names of three references to:

Michele Richards

PA Institute for Conservation Education

1 D Teaberry Road

Bloomsburg, PA 17815

You may also fax above information to (570)458-5227 or email to naturecorp@enter.net

PICE programs and employment are open to all. The Institute does not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation or disability in any of its policies or programs.

About the PA Institute for Conservation Education

The Institute is Pennsylvania's leader in field-based natural science education. Our mission is to advance awareness, knowledge and skills in natural history and natural resource conservation by building an ecologically literate and engaged public. We encourage hands-on discovery and stewardship of the Pennsylvania ecosystems. Our programs include adult field seminars and retreats, summer youth and school programs, teacher education, and mentoring programs.

The Pennsylvania Biodiversity Listserve is intended to promote discussion of biodiversity issues in the state. It is moderated by the Pennsylvania Biodiversity Partnership (PBP) following guidelines posted at <http://www.pabiodiversity.org/listserve.html>. The opinions expressed in messages are those of the authors and NOT the PBP. To unsubscribe, send the message UNSUBSCRIBE PABIODIV to majordomo@webmail.upb.pitt.edu.
