

Education Coordinator

Charlotte Harbor Environmental Center, Inc.

Reports to: The Programs Coordinator

Job Goal: To organize and implement environmental programming. Coordinate habitat management and participate in environmental education on sites which are managed by the Charlotte Harbor Environmental Center, Inc., specifically with regard to the following tasks:

Responsibilities:

1. Coordinate with the Program Coordinator in order to carry out the management plans which have been developed for Cedar Point;
2. Assist in coordination with the respective agencies or regulations which govern activities on those sites;
3. Provide environmental education programs and work with other CHEC staff/volunteers to meet education objectives;
4. Coordinate & conduct environmental programming to the public free of charge, including guided nature walks, speaking engagements, workshops, and other activities as scheduled; Record & submit programming data in quarterly reports;
5. Coordinate groups of citizens/volunteers in the accomplishment of certain goals for site-specific duties & projects;
6. Be available to speak to the public on various related issues, as pertains to directed programs;
7. Assist in the implementation and/or development of other projects as directed by the executive staff, such as:
 - a. Wildlife/ecosystems monitoring programs
 - b. Listed species relocation projects
 - c. Charlotte County School System field trips
 - d. Water resource education programs
 - e. CHEC internship program
 - f. Coordination with CHEC volunteer training programs
 - g. Summer Camps and Special Events
8. Assist in the development of future plans for newly contracted sites;
9. Maintain proper files and databases for all of the above, which are retained as CHEC property.