



Job Title: Education Program Associate
Department: Education
Reports To: Conservation Program Manager
FLSA Status: Exempt
Last Revised: January 5, 2022

White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. Located along the St. Marys River in northeast Florida, 17,000 acres of mixed forest and wetlands make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through immersive conservation experiences and professional training programs. White Oak's education programs are based on a continuum model, offering early conservation exposure to younger students, then incrementally building conservation skills and leadership development through repeat exposure and specialized programming. White Oak is committed to providing equitable programming and inclusive environments for diverse student and professional audiences in all conservation education and professional training offerings.

Position Purpose:

The Program Associate works closely with the Conservation Program Manager and team members to plan, implement, and ensure the success and growth of the education programs at White Oak. The Program Associate is responsible for logistics and coordination of existing programs and actively contributes to the development and implementation of new programs, with particular focus on K-12 students. The Program Associate will predominantly oversee all elementary and middle school programs, with collaborative oversight of high school level programming. The Program Associate supports the conservation department through participation in all facets of the education programs including, but not limited to, developing and delivering education and training programs, developing and monitoring key performance and program metrics, communicating with internal departments and external partners, and marketing of programs.

Essential Responsibilities:

- Plan, implement, and manage White Oak K-12 programs, including curriculum development, facilitating and delivering interpretive programming, materials development, program evaluation, and coordination with partner organizations.
- Collaboratively plan, implement, and oversee Summer Camps including program content development and delivery, recruit and train seasonal staff, coordination with multiple departments, and ensure camper safety.
- Coordinate the logistics of Summer Camps and K-12 programs, including but not limited to planning, marketing, scheduling, registration, payment, client communications, and management of applications and medical records.
- Design and implement new conservation education programs for K-12 audiences, including the development and support of *in situ* conservation programs.
- Recruit education program participants.
- Develop and monitor key performance metrics and analytics to measure the success of education programs.
- Build White Oak's conservation network through developing and maintaining key strategic partnerships with diverse external stakeholders to maintain and grow meaningful and impactful programs.
- Leverage White Oak's unique campuses, wildlife, staff expertise, and broad network of partners to best impact conservation through education programs.
- Coordinate and communicate with internal departments to facilitate specialty experiences, guest transportation and meals, housing accommodations, and all other education programming needs.
- Deliver education programming for all White Oak audiences (K-12, college, and adult) including delivering tours and supporting events.
- Prepare written reports, work plans, grants, budgets, brochures, articles and other publications.
- Maintain updated education records, provide details required to manage budgets, compile program summaries and reporting.
- Work closely with White Oak leadership and the Conservation Program Manager to coordinate strategies for education programs.
- Design and prepare educational aids, binders, and necessary materials for education programs.
- Ensure the safety and well-being of guests, staff, and wildlife.
- Transport guests within and outside of White Oak.

- Perform all other related duties as assigned.

Key Qualifications:

- 3+ years of experience in environmental education and/or wildlife conservation program work.
- Experience working with children, with preference given to experience in informal learning environments.
- Willing to be trained in CPR, First Aid, and AED adult and pediatric certification
- Must hold a valid driver's license
- Candidates must submit and pass a Level II background check and submit an affidavit of good moral character (Florida Department of Children and Families)

Other Qualifications:

Job descriptions are wish lists. Interested applicants are encouraged to apply regardless of all qualifications being met.

- Previous experience designing curriculum and delivering education and interpretive programs for diverse audiences.
- Professional or lived experience in underserved and/or predominantly minority communities.
- Passion for White Oak's mission, with a genuine appreciation for wildlife and conservation, and a desire to engage and inspire students and build their capacity for conservation impact.
- Knowledge of national and international conservation efforts preferred.
- Strong analytical, strategic, and problem-solving skills with the ability to make sound decisions.
- Highly motivated with the ability to effectively work both independently and as part of a team.
- Well-organized with the ability to multi-task program needs and prioritize efficiently.
- Excellent verbal, written, and interpersonal communication skills. Multilingual candidates encouraged to apply
- A flexible approach to daily responsibilities, highly-collaborative, and team oriented.
- Ability to work weekends, holidays, evenings, and occasional overnights.
- Preference for candidates with a Bachelor's degree (B.A./B.S.) in related discipline.

Special Working Conditions:

- Candidates must be able to lift 50 lbs. without difficulty and remain on their feet for long periods of time.
- Candidates must be able to work outside in adverse weather conditions in environments with dust and insects.

Why White Oak?

- Opportunity to work in a beautiful, one-of-a-kind place with access to White Oak amenities
- Competitive salary
- Three health plan options to meet you and your family's needs
- Affordable Dental and Vision coverage
- 100% company-paid Life, Short-term, and Long-term Disability
- 401(k) retirement plan with a company matching contribution

To Apply:

Please submit as an email attachment in ONE document: cover letter, resume/CV, and three professional reference's contact information to Careers@White-Oak.org with the subject line 'Conservation Program Associate'. Only electronic submissions will be considered. Only .doc, .docx, and .pdf formats are accepted.

White Oak Conservation is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.