



Havre de Grace Maritime Museum's Environmental Center

Job Opening: Environmental Center Manager

Full-time (flex), 35 hours/week, \$17.50/hr

Summary: The Havre de Grace Maritime Museum is looking for a Manager for our Environmental Center. The ideal candidate for this position must be outgoing, a self-starter, have the ability to educate, have a background in Environmental Science, and have the ability to work on different projects concurrently.

Responsibilities and duties include (The following examples illustrate the work performed in this position. Position may require some or all of these examples depending on the demand for programs and research projects. The list is not inclusive. This position may require related duties not listed, if necessary, to accomplish the work at the Center.

- Maintain and develop Environmental Center Gallery exhibits which include live fish, turtles, and grasses.
- Maintain and improve Environmental Center's presence on social media and provide email correspondence.
- Directs and supervises volunteers working at the Center, including teenagers and adults.
- Maintain and manage ongoing programs and projects.
- Develop programs and projects with a "research, restoration, and education" focus.
- Maintain and manage educational programs and relationships with local schools.
- Work with staff and volunteers on "Citizen Science" programs and projects, develop further programs and projects.
- May conduct research and monitoring and record and analyze data, or oversee volunteers and manage research data.
- Work closely with the Executive Director and President of the Board for assistance with program marketing including Facebook posts, flyers, posters and other duties as assigned.
- Manage ongoing grants, research potential grant opportunities and submit grant proposals.
- Develop curriculum for environmental education workshops and field trips.
- Work with programs committee to develop new and exciting environmental programs.
- Provide information technology support for staff.
- Performs other duties as assigned.

Minimum Requirements

Knowledge, Skills and Abilities:

Knowledge of local natural history, particularly the Chesapeake Bay/watershed area and the Lower Susquehanna River; ability to deal with the public cooperatively and courteously; maintain effective working relationship with other paid staff and volunteers; able to create and conduct public nature and science programs; create and conduct school programs; conduct research and monitoring and record and analyze data; to understand and follow instructions; lift, bend, stoop, climb and reach; to work independently; keep simple records; create a presence on social media; ability to research, apply for, and maintain current grants; and work with a variety of stakeholders.

Education:

Bachelor's degree in Environmental Science, Environmental Education, Earth Science, Biology, Wildlife or Fisheries Biology, or Natural Resources Management required. Prior experience in Environmental Education preferred.

Experience:

1-2 Years' experience in Environmental Science, Environmental Education, Earth Science, Biology, Wildlife or Fisheries Biology, or Natural Resources Management. A Bachelors in the previously mentioned fields can be substituted for the experience requirement.

If interested, please send a cover letter and resume to maryl.hdgmm@gmail.com