

Maryland Coastal Bays Program

Environmental Literacy Specialist



Position Title: Environmental Literacy Specialist

Start: September 3, 2024

Job Type: Full-time Contractual

End: December 2025

Application: Rolling basis until position is filled

Salary: \$50,000/yr

Position Summary

The Maryland Coastal Bays Program (MCBP) is seeking a dynamic, creative, and highly motivated Environmental Literacy Specialist to join our team. This 15-month contractual position will primarily work with the Worcester County Public School (WCPS) system to finalize and implement an integrative Environmental Literacy Plan (ELP). The specialist will design and execute cross-curricular activities, run environmental afterschool programs at Title One elementary schools, and support environmental education initiatives and outreach within both WCPS and MCBP. This role offers the unique opportunity to make a significant impact on environmental education in our community. There is a strong possibility of extending the position beyond the initial contract, contingent on future funding.

Primary Responsibilities

This job description is a representative summary of the major tasks and responsibilities of the specialist. The specialist may be asked to perform other job-related tasks other than those outlined in this description:

- **Environmental Literacy Plan (ELP):** Lead the finalization and implementation of the ELP for WCPS, including conducting needs assessments, developing lesson plans, and enhancing environmental literacy education.
- **Collaboration:** Build and maintain strong relationships with core subject supervisors, principals, and teachers to foster environmental literacy.
- **Community Partnerships:** Identify, establish, and strengthen partnerships with local, regional, and federal organizations to support program initiatives.
- **Afterschool Programs:** Design and facilitate engaging, environmental-based afterschool programs at Title One elementary schools, focusing on Coastal Bays stewardship.
- **Family Engagement:** Organize and lead three family event nights for Title One elementary schools to promote environmental awareness and involvement.
- **Budget Management:** Oversee a budget for materials, supplies, and resources for afterschool and family events.

Additional Responsibilities

- Support the implementation of WCPS's Meaningful Watershed Educational Experiences
- Develop and facilitate environmental activities for WCPS summer school programs.
- Provide Coastal Bays-based lessons and activities to county teachers during the academic year.
- Collaborate with MCBP on summer informal education and interpretation programs.

Desired Qualifications:

The following skills, knowledge, abilities, & education outline qualifications for a successful performance in this position:

- **Education & Experience:** Bachelor's degree in education, environmental science, environmental studies, biology, or a related field. Experience in lesson and program development, particularly in environmental literacy, is highly desirable.
- **Skills:** Strong organizational skills, the ability to manage diverse tasks, and a passion for environmental education. Excellent verbal communication, public speaking, and interpersonal skills are essential.
- **Knowledge:** Understanding of environmental systems and conservation practices in watershed/coastal regions, and general knowledge of Environmental Literacy Plans.
- **Technical Proficiency:** Intermediate computer skills, including proficiency with Google Drive, Canva, PowerPoint, Word, and Excel. Creative design skills for materials production are a plus.
- **Work Environment:** Comfort working outdoors in various weather conditions & near water. Must be able to lift up to 40 lbs.

Workplace Requirements

These requirements are mandatory for this position.

- Background check and fingerprinting
- Valid driver’s license and personal vehicle for driving

Benefits and Support

While this position does not include traditional health insurance benefits, MCBP can provide financial assistance to contribute toward health insurance costs. Additionally, the position includes paid time off.

To be considered for this position, please submit a cover letter, resume, and three references (name, job title, phone number/email, capacity in which you know them) to Liz Wist, Education Coordinator at the Maryland Coastal Bays Program, at lwist@mdcoastalbays.org
Applications will be accepted on a rolling basis, and interviews will occur as applications come in.

Mission and Program Overview

Part of EPA’s National Estuary Program, the Maryland Coastal Bays Program (MCBP) is a non-profit dedicated to preserving and restoring the waters and watershed near Assateague Island and Ocean City, Maryland. MCBP works to enhance the ecological value and resiliency of the Coastal Bays, the watershed, and its community through conservation and engagement. Through education, scientific monitoring, outreach, and restoration, we collaborate with the stewards of our community to have a positive impact on our watershed. For information about MCBP, visit www.mdcoastalbays.org.

The Maryland Coastal Bays Program is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, age, sexual orientation, gender identity, national origin, veteran status, genetic information, or any other basis prohibited by law.

