

norfolk botanical garden

Education Specialist

Position Type: Full-time employment, 40 hours per week. Non-exempt under Fair Labor Standards Act (FLSA)

Description: The Education Specialist supports the Education Department in all aspects of programming. This role involves creating and implementing educational programs, monitoring classes, assisting with conservation initiatives, working in conjunction with all NBG departments, maintaining communication with instructors and registrants, gathering supplies, and supporting outreach and community events as needed. The ideal candidate is passionate about environmental education and conservation, highly organized, collaborative, and skilled at engaging with diverse audiences.

Essential Functions:

- Work closely with the Adult Education Manager to monitor education programs.
- Communicate with instructors by contacting, contracting, scheduling and following up after class with evaluations.
- Assist with record keeping and finance work associated with the Education Department i.e., processing payments, refunds, supplies, instructor contracts and payments etc.
- Provide class roster for instructors and ensure classes have all supplies necessary.
- Coordinate with Facilities department in scheduling and aiding with classroom setup and cleanup.
- Assist with phone and email inquiries, process registration for programs as well as program data collection and interpretation.
- Help with researching and developing new program ideas with a focus on environmental education.
- Implement & lead programming as appropriate.
- Work with Director of Adult Education and Conservation to expand conservation-based initiatives and programs.
- Work closely with the Adult Education Manager and Marketing Department to create, organize, and proof seasonal GROW catalog.
- Assist with creating marketing materials for educational programs and develop passive/online educational resources for staff and visitors.
- Host and co-host online programs as needed.
- Assist with special events as needed including Garden festivals & the annual Dominion Energy Garden of Lights.

Essential Physical Functions:

- Ability to lift up to 25lbs.

- Ability to drive a golf cart.
- Ability to work outside for 8 hours in heat, cold or light rain and can continuously walk, stand, bend, twist and/or stoop.
- Ability to work in an open-office setting utilizing a phone to answer calls and transfer as needed, utilize a computer to communicate via email, internal message and to go online.
- Ability to use a radio to communicate with staff.
- Ability to sit or stand at a desk for up to an 8-hour shift.

Qualifications:

- Valid driver's license and proof of car insurance required.
- Weekend and evening shift availability is required.
- Customer service skills, along with experience in Excel, PowerPoint, Word and other PC applications, are required.
- Strong organizational and communication skills are required.
- Experience with online registration and database programs such as Altru preferred.
- Experience with social media accounts is preferred.

Reports to: Adult Education Manager

Supervises: Adult Education Volunteers

Benefits:

- Health insurance including an HSA or copay option (NBG pays 70% of individual premium and 65% of dependent/family premium)
- 403(b) retirement plan with discretionary 4% match
- Company sponsored life-insurance coverage.
- Group rates on voluntary benefits such as dental, supplemental medical expense insurance, FSA, DCA, vision, STD, LTD, accident and critical illness.
- Paid vacation, sick leave and holidays.
- Professional development opportunities.
- Staff discounts on programming & giftshop.
- NBG logo wear for work provided.
- EAP services for all employees.

Equal Employer Opportunity (EEO) statement: NBG is committed to the principles and ideals of equal employment opportunity. It is, and shall continue to be, the policy and practice throughout NBG to foster equal employment opportunity and non-discrimination for applicants, employees, and volunteers without regard to race, color, sex, religion, national origin, age, marital status, disability status, gender identity, sexual orientation, pregnancy, childbirth or related medical condition including lactation, status as a veteran or other protected status, if qualified to perform the essential functions of the job with or without reasonable accommodation.

Send resume and application to: hr@nbgs.org