



# ***Center for Alaskan Coastal Studies, Inc.***

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## **Director of Programs and Operations Job Description**

The Director of Programs and Operations is responsible for: 1) year-round coordination of CACS programs and special events, publicity, and facility use; 2) day-to-day coordination of programs and assisting with oversight of maintenance needs at CACS educational facilities, 3) recruitment, supervision, and training seasonal and part-time staff, and 3) tasks of special education projects, including marine debris clean-up and prevention and curriculum development projects.

### **Duties:**

1. Coordinate and expand educational program offerings to fulfill the CACS mission. Ensure that all programs align with organizational mission, strategic plan, and educational philosophy. Ensure high-quality educational experiences.
2. Provide overall leadership and direction for CACS program staff. Recruit, interview, train, and conduct exit interviews of seasonal staff and supervise the Wynn Nature Center Coordinator, Program Assistant, and Office Manager or Receptionist.
3. Provide instruction for special programs or as needed.
4. Recruit, schedule, and coordinate logistics for school groups to participate in CACS spring and fall field trip programs and for groups to participate in summer programs.
5. Develop and administer program-related budgets.
6. Develop, implement and coordinate program evaluation and assessment.
7. Develop and manage partnerships with key local, statewide, and national organizations. Represent CACS at local and regional meetings and conferences.
8. Provide leadership toward writing grants for educational programs.
9. Report regularly on programs to the Board of Directors and program-related Board committees.
10. Oversee program publicity and educational outreach. Assist with publicity and events to raise community awareness about the Center for Alaskan Coastal Studies and its programs and activities.
11. Purchase resources and supplies and negotiate contracts consistent with the annual approved budget.
12. Identify needs for facility and trail maintenance projects. Work with other CACS staff, contractors, and volunteers to facilitate their completion.
13. Participate in and/or serve as project coordinator for educational projects such as the production of curriculum materials, teacher workshops, or marine debris clean-up and prevention.
14. Other duties as assigned.

### **Qualifications:**

1. Demonstrated organizational and leadership abilities (experience with a non-profit organization preferred), including staff supervision.

2. Experience developing and implementing educational programs.
3. Knowledge of forest and intertidal ecology relevant to Kachemak Bay and Southcentral Alaska. Knowledge of relevant geology and Alaska Native cultures preferred.
4. B.S. or B.A. in relevant natural science field or environmental education.
5. Teacher's certificate or extensive instructional experience with mixed audiences and with youth in classroom and outdoor settings.
6. Experience working with rural and multi-cultural communities.
7. Excellent oral and written communication skills.
8. Computer proficiency in wordprocessing, electronic communication, graphics, and database development.

Salary DOE.