



Vacancy Announcement:

Executive Director

The Pennsylvania Envirothon is seeking a new Executive Director for this highly regarded, nationally-known environmental competition program. The position is full-time and requires mostly office work with some field work. Candidates for the position should review the full vacancy announcement and job description prior to applying.

The Executive Director is responsible for coordinating the annual Pennsylvania Envirothon event with the PA Envirothon Board, providing support to county Envirothon programs, conducting program outreach to sponsors and program partners, and writing grants and sponsorship requests to help support the growth of the program. The position requires a highly-organized candidate who is self-motivated and able to work with a variety of people in diverse professional positions. The candidate must be comfortable speaking to and overseeing both small group meetings, workshops, and a large-scale annual competition (including adults and high school students). A degree and background in education, communications, and/or the environmental sciences, experience in event planning, and familiarity with the Envirothon program are all strongly preferred. Experience in managing project budgets, public relations, marketing, and communications is also helpful.

Location: The location of this position within Pennsylvania is flexible, with several options for office space locations. Applicants must designate their desired work location(s) in their cover letter for the position. Remote work may be considered depending on a candidate's qualifications and Board approval. Location options include:

- Berks County Conservation District
 - Located at: 1238 County Welfare Road - Suite 200, Leesport, PA 19533
 - This location will be a shared position and include local environmental education duties.
- Huntingdon County Conservation District
 - Located at 10605 Raystown Road - Suite A, Huntingdon, PA 16652

- This location will be 100% Pennsylvania Envirothon and can only accommodate remote work for an employee within the vicinity of the District office.
- Indiana County Conservation District
 - Located at 435 Hamill Road, Indiana, PA 15701
 - This location may be a shared position and include duties as the Program Coordinator for the Indiana County Envirothon.
- Mifflin County Conservation District (address, city, PA zip code)
 - Located at: 20 Windmill Hill #4, Burnham, PA 17009.
 - This location will be a shared position and include local environmental education duties.
- Snyder County Conservation District
 - Located at 10541 US-522, Middleburg, PA 17842
 - This location will be a shared position and include nutrient management job duties.

Required Travel: The Executive Director is expected to attend monthly board meetings to be held in either Centre, Mifflin, or Snyder Counties. There are also occasional required meetings to attend across the Commonwealth, and regular, required partner agency meetings in Harrisburg, PA. Attendance at the annual Pennsylvania Envirothon event is also required for the duration of the event. In addition, there may be annual trips across the US and possibly internationally for the National Conservation Foundation Envirothon event. Some of the travel will include overnight stays. Remote work may be acceptable for day-to-day work, subject to Board approval.

Salary/Benefits: \$40,000 - \$48,000, commensurate with education and experience, plus a generous benefits package including healthcare coverage, paid time off, paid holidays, and retirement.

How to Apply: Interested candidates must submit a cover letter and resume to:
paenvirothon@gmail.com.

Deadline: All application materials must be received by July 14, 2021. Interviews will be conducted in-person on July 22 at the Snyder County Conservation District office in Middleburg, PA.



Pennsylvania Envirothon Inc., N.P.

Executive Director Job Description

JOB GOALS

The goals of this position are to:

1. Coordinate and implement the policy decisions made by the Pennsylvania Envirothon Board of Directors;
2. Assist conservation districts with county Envirothon program development and implementation; and
3. Act as a liaison between the Pennsylvania Envirothon Board of Directors and the Envirothon sponsors, cooperating agencies, and the National Conservation Foundation (NCF) Envirothon.

JOB DUTIES

The Pennsylvania Envirothon Executive Director will:

1. Serve as the primary organizer of the annual Pennsylvania Envirothon competition including attending and leading the annual Pennsylvania Envirothon event.
2. Distribute general Envirothon information (brochures, website, app, etc.) and other related material upon request, and coordinate such efforts with the appropriate Board members.
3. Act as the main contact person between the selected host competition site(s) and the Pennsylvania Envirothon.
4. Promote the Pennsylvania Envirothon Program through newspapers, radio, television, social media, workshops, speaking engagements, and other appropriate events as approved by the Board of Directors.

5. Publish a semi-annual Envirothon newsletter for Envirothon teachers, sponsors, school administrators, and cooperating agencies.
6. Conduct outreach activities to increase student participation in the Pennsylvania Envirothon, and implement the program's Growth Strategy.
7. Maintain communications with the Pennsylvania Department of Education to ensure that Envirothon goals are consistent with current state educational requirements.
8. Work with the Envirothon cooperating agencies to assist in the annual development of goals and objectives, essential learning topics, and topic-related tests for use at both county and state Envirothon events.
9. Assist county conservation districts in obtaining and distributing reference materials related to Envirothon subject matter. Provide annual training and regular program updates for county Envirothon coordinators. As requested, assist with county events (e.g. administer testing stations, etc.).
10. Prepare annual evaluation forms for the Pennsylvania Envirothon event for student participants, their advisors, and event volunteers. Compile feedback and report findings and recommendations for improvement to the Board of Directors.
11. Coordinate and attend the monthly meetings of the Envirothon Board of Directors; distribute meeting notices, work with the Board Chair to develop the meeting agendas, and conduct follow-up activities after monthly meetings.
12. Maintain communications with the NCF Envirothon to ensure that the State Envirothon goals are consistent with its requirements. This may include attending summer and winter meetings at various locations across North America, working with committees, serving as an officer on the Operating Committee, and assisting at the annual NCF Envirothon event.
13. Maintain the Pennsylvania Envirothon office (office hours, files, supplies, inventory, etc.) and website (perform basic updates to resource pages, post newsletters, results of annual competition, sponsor listings, etc.).
14. Apply for grant and sponsorship opportunities, and manage grant project budgets and deliverables; prepare annual programmatic and financial reports for grants, etc.
15. Perform other tasks as assigned by the Board of Directors in support of Envirothon goals.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Bachelor's Degree in Education (preferably with an emphasis in natural/environmental science), Environmental Studies/Science, Communications, or a related field; or equivalent experience (Please explain equivalent experience in cover letter.)

2. Ability to plan, organize, facilitate, and evaluate educational programs and events.
3. Ability to work independently with minimal supervision.
4. Ability to write and manage grants, and other funding/sponsorship opportunities.
5. Ability to communicate effectively with a wide variety of individuals (from the layperson to the professional), particularly educators and potential funders.
6. Ability to plan, develop, and carry out conservation and education programs.
7. Networking skills and a proven ability to communicate through all media and across all venues are preferred. Social media and marketing skills are a plus.
8. Computer skills, primarily Word, Excel, and ideally Quickbooks.
9. Knowledge or skill in environment and ecology educational standards and assessments, and familiarity with Pennsylvania's school systems.
10. Certification to train educators and to provide Professional Act 48 hours through the PA Department of Education or ability to complete certification once hired is a plus.

SUPERVISION

The Executive Director will be supervised by the Pennsylvania Envirothon Board of Directors, and will work closely with committee chairs on specific assigned duties. In the case of a shared position, the Conservation District Manager will provide supervision for the shared duties.

OTHER SPECIFICATIONS

Travel/Transportation: The Executive Director must have a valid driver's license and will be required to provide their own transportation when necessary for performance of duties; mileage expenses will be reimbursed as approved and according to policy. The Executive Director is expected to attend monthly board meetings located in either Centre, Mifflin, or Snyder Counties. Remote work is acceptable for day-to-day duties, but attendance will be required at regular meetings across the Commonwealth, in addition to annual trips across the US, and possibly internationally for the National Conservation Foundation Envirothon events and meetings.

Clearances: The successful candidate will be required to complete Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal Background Check (PATCH), and FBI Background Clearance, in order to teach and train students of all ages. These certifications must be kept current at all times in order to comply with state regulations and maintain safety for students involved in the Envirothon Program.