

# **DIRECTOR OF EDUCATION**

## **North Carolina Botanical Garden**

The North Carolina Botanical Garden furthers the University's mission of teaching, research, and public service through its mission: "To inspire understanding, appreciation, and conservation of plants and to advance a sustainable relationship between people and nature." The North Carolina Botanical Garden has been a leader in native plant conservation and education in the southeastern United States for more than 50 years.

The Director of Education will provide overall leadership, management direction, program development and strategic planning and vision for the North Carolina Botanical Garden's educational programs. In that role, the Director of Education supervises education staff and develops and implements program plans and budgets for education and outreach programs including but not limited to professional education and training, youth and family programs, community outreach programs and adult informal education. The Director of Education also provides support for interpretive program development, garden-wide events and works with volunteer manager to recruit, train and manage volunteers. Administratively, this position assists with grant writing and administration, processes bills, payments, check requests, purchase orders, and timesheets and is responsible for tracking and reporting program participation and impact.

**EDUCATION AND EXPERIENCE REQUIRED:** Bachelor's degree and relevant post-Baccalaureate degree required in botany/biology or related field, with an emphasis or minor in environmental education or interpretation. Or, Bachelor's degree and relevant post-Baccalaureate degree in environmental education, interpretation, or teaching credential, with an emphasis or minor in botany/biology. Three years of relevant experience coordinating or administering educational programs in a museum, garden, preserve, or nature center setting may be substituted for the post-baccalaureate degree.

**OTHER CHARACTERISTICS:** The successful candidate will be committed to the North Carolina Botanical Garden's mission, be energetic, creative, organized, enthusiastic, and possess good judgment; have demonstrated his/her ability to develop and present creative education programs to small or large groups from preschool to adult to professional; will possess strong communication skills, excellent writing skills, and computer literacy; will possess attention to detail; have demonstrated his/her ability to develop exhibits and interpretive materials; be able to handle multiple events and activities; and be able to supervise and work closely and effectively with varied staff and volunteers. Occasional weekend and evening work and some overnight travel.

This position will open for application on April 9, 2018 and close on May 4, 2018. All applicants must apply through the University of North Carolina at Chapel Hill system by going to:

<http://unc.peopleadmin.com/postings/137840>

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.