



## Hoyt Arboretum Friends Position Description

**Position:** Education Programs Manager  
**Reports to:** Executive Director  
**Status:** Full-Time, 40 Hours per week, salaried/non-exempt

### Position Summary

Hoyt Arboretum Friends is seeking an Education Programs Manager (EPM) to lead the implementation of education events and programs, including school field trips, youth and family programs and adult classes and lectures. Working with staff and board committees, the EPM will develop and carry out the strategic vision and priorities for Hoyt Arboretum's education programs, including updating our youth programs and establishing new organizational goals for education programs around Diversity, Equity, Accessibility, and Inclusion (DEAI) through a process that engages the community.

### Position Duties and Responsibilities:

- Work with HAF and Portland Parks & Recreation staff to create an annual education program plan, calendar, and budget to meet education program goals.
- Lead planning and delivery of all education programs.
- Collaborate with staff, board and advisory committees, and community partners to create content for interpretation, tours, field trips, and other education initiatives.
- Ensure that HAF programs meet community needs and help us meet DEAI goals for the organization.
- Create and implement processes to track and evaluate effectiveness of all programs on the basis of mission alignment, impact, return on investment, quality, and participant feedback. Report outcomes to HAF board.
- Develop and maintain strong relationships with schools, community organizations, and partners.
- Manage the school field trip program, promote the program to schools, and maintain supplies.
- Recruit, train and supervise volunteers to assist with programming as needed.
- Perform other related duties as needed.

## **Preferred Skills & Experience**

We recognize that there are many different paths, experiences, and non-traditional backgrounds that add value to one's work, and we encourage applicants to apply even if they do not have all of the preferred skills and experience.

- Knowledge of trees, plants, and wildlife.
- Experience working in an environmental education program and knowledge of NGSS science standards for K-12 students.
- Experience with Title I schools is highly desired. Familiarity with childhood development and developing age-appropriate programming is essential.
- Personal experience or strong familiarity with the historical context of underserved/under-resourced communities. An understanding of Portland's history of discriminatory practices is highly desired.
- An ability to build relationships with communities unfamiliar to the EPM, and to empathize with distrust that has evolved over time in under-resourced communities. Candidates with community engagement experience who can build authentic relationships with community groups are highly desired.
- Spanish, Russian, Chinese, or Vietnamese fluency is a plus; we will increase the starting pay rate for this skill.
- Excellent organizational and communication skills.
- Experience hiring, training and supervising a diverse group of people to meet the education needs of the community.
- Proficiency in Microsoft Office, Google Suite, Wordpress and/or database management for volunteers and event registration.

## **Compensation and Benefits**

Salary range is \$48-52,000 and will be based on years of experience and language fluency. We offer 20 days of PTO plus 10 paid holidays, 100% employer paid medical and dental coverage for the employee (family members may be included at the employee's expense) and a 3% retirement contribution. We prioritize a healthy work/life balance.

## **Work Space Expectations for Staff**

HAF staff has been working remotely most of the year but expect to return to our offices by fall. This position will have a desk in the Visitor Center at Hoyt Arboretum, and will need to be present at the Visitor Center on days with in-person programs. We anticipate greater flexibility to work from home in the off months, but still expect to work most of the time in the office. Hours for this position are generally Monday-Friday from 8:30am-4:30pm but occasional weeknight and weekend hours may be required based on the program schedule.

**How to apply:**

For immediate consideration, please submit a cover letter (no longer than one page) that addresses the questions below and your resume. We will begin reviewing applications and scheduling first-round interviews in early August and continue on a rolling basis until the position is filled.

- What experiences in your life have shaped your views on diversity, equity, access, and inclusion?
- How will those experiences influence your work at Hoyt Arboretum?
- On what date would you be available to start work with Hoyt Arboretum Friends?

Please email your cover letter and resume as a single PDF document titled LASTNAME\_FIRSTNAME\_EPM.pdf with a subject line of EDUCATION PROGRAMS MANAGER APPLICATION to jobs@hoytarboretum.org. No phone calls or emails, please. Due to the large number of submissions, we may not be able to reply to all applicants.

**About Hoyt Arboretum**

Hoyt Arboretum is Portland's museum of living trees. We're proud to be a center for botanical education, conservation research, outdoor recreation, and family-friendly activities. Hoyt Arboretum is also a free public park where all people can take part in the mental, spiritual, and physical enrichment that green outdoor spaces offer. We prioritize providing access and a welcoming environment for people of all backgrounds, so that no one is excluded from the health benefits and educational resources available at our park. Hoyt Arboretum thrives thanks to the partnership between Hoyt Arboretum Friends (HAF), a membership-based, nonprofit organization and Portland Parks & Recreation.

Hoyt Arboretum Friends is an equal opportunity employer committed to a diverse, multicultural work environment. This job description is not all-inclusive and may be amended.

[Our Mission and DEAI statement can be found here.](#)