



**Organization background:**

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 37 years to preserve and enhance one of the world’s most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit [www.galvbay.org](http://www.galvbay.org) or find us on social media.

- Position title:** Elementary Education Coordinator  
**Reports to:** Director of Education  
**Terms:** Full-time/in-person role  
**Pay rate:** \$50,000-\$55,000 commensurate with experience. Health insurance and retirement savings program provided.  
**Start date:** August 5, 2024

**Position Summary**

GBF’s Elementary Education Coordinator is responsible for planning and implementing GBF’s elementary-specific field and classroom programming, including Bay Biodiversity, a whole-school semester-long program emphasizing observation skills, data collection, and exposure to the local ecosystem for K-5<sup>th</sup> grade students. GBF’s Environmental STEM Education programs provide classroom and place-based educational experiences focused on Galveston Bay to over 10,000 students and teachers each year. The objectives of the programs are to instill knowledge and appreciation of the Galveston Bay ecosystem, inspire participants to break down barriers and open themselves to new experiences, and empower students to become life-long advocates for a resilient Galveston Bay. The coordinator will work closely with the Director of Education and alongside other full and part-time GBF educators on events.

**Responsibilities**

- Collaborate with team to identify annual education program goals and strategies
- Collaborate with team to update curriculum as needed
- Coordinate the schedule of single-day elementary field and classroom events throughout the year
- Coordinate the Bay Biodiversity elementary program and lead a team of part-time educators
- Communicate with schools and teachers in a timely manner
- Lead elementary education programs – in classrooms and field settings
- Work outside for up to 9 hours a day in diverse weather conditions during field programs
- Assist Director with training part-time staff
- Responsible for event prep, cleanup, and organization
- Track program results, achievements, and success stories
- Assist with grant proposals and reporting

**Qualifications**

The Elementary Education Coordinator must be organized, have experience working with K-5<sup>th</sup> grade students and teachers, have excellent communication skills (verbal and written), understands the importance of compassion and empathy when working with students from diverse backgrounds, is a problem solver, and is a team-player who can also work independently as required. The ideal candidate will have knowledge and experience aligning environmental education programs/lessons to the state science standards and excel at group/classroom management.

Additional qualifications include:

- Advanced-mid or higher proficiency in Spanish is preferred
- Discernment skills to make changes during program delivery due to unforeseen circumstances
- Punctuality and reliability

- Motivated to work with a strong team of educators
- Ability to lift 30+ pounds
- Knowledge of technology, Word, Excel, and other computer programs
- Possession of a valid driver's license

**To apply:** Interviews will be scheduled as applications are received. If selected as a final candidate, a background check will be conducted, and child abuse awareness and first aid training will be required.

**Application form:** <https://tinyurl.com/GBF-education-coordinator>

*The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.*