



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 is highly preferred. Experience in managing project budgets, public relations, marketing and communications are also helpful.

Location: The position is located within the Snyder County Conservation District: 10541 US-522, Middleburg, PA 17842

- The position will include nutrient management/data input job duties. Job specific training for this aspect of the position will be provided.
- Some remote work may be considered depending on a candidate's qualifications, proven track record, and Board approval.

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 required meetings to

attend across the Commonwealth and required partner agency meetings in Harrisburg, PA. Attendance at the annual Pennsylvania Envirothon event is also required. 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. All work related travel will be paid for at the approved state travel rates.

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 résumé with references to:

paenvirothon@gmail.com.

Deadline: All application materials must be received by noon, July 18, 2022. Interviews are anticipated to be conducted in-person on July 22, 2022 at the Snyder County Conservation District.



Pennsylvania Envirothon Inc., N.P.

Executive Director

Job Description

JOB DUTIES

The Pennsylvania Envirothon Executive Director will:

1. Act as Pennsylvania's primary contact person for issues involving the Pennsylvania Envirothon. This includes distributing Envirothon information, serving as a liaison to the County Envirothon Coordinators, writing and administering grants and sponsors, and coordinating such efforts with the appropriate board members.
2. Conduct outreach activities and support County Envirothon Coordinators to increase student participation in the Pennsylvania Envirothon and implement the program's Growth Strategy. Work with the Board of Directors to conduct an annual County Coordinator training to distribute Envirothon reference materials, discuss strategies for student engagement, and provide updates on the state Envirothon program.
3. 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 local and state Envirothon events.
4. Write grants and sponsorship requests and assist the Board of Directors in implementing and administering grants. Work with the Board to network with corporate sponsors and to promote the program through the use of newspapers, radio, television, social media, workshops, speaking engagements, and other appropriate events as approved by the Board of Directors.

5. Attend the monthly meetings of the Envirothon Board of Directors, distribute meeting notices, work with the Board Chair to develop meeting agendas, and conduct follow-up activities after monthly meetings.
6. Attend and assist in planning the annual Pennsylvania Envirothon event as directed by the Board of Directors.
7. Prepare annual evaluations for the Pennsylvania Envirothon event for student participants and their advisors. Compile feedback and report findings and recommendations for improvement to the Board of Directors and to grant programs and sponsors.
8. 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, working with committees, serving as an officer on the Operating Committee, and/or assisting at the NCF Envirothon event.
9. Maintain the Pennsylvania Envirothon office (office hours, files, supplies, inventory, etc.)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Bachelor's Degree in either Education, Environmental Studies/Science, Communications, Organizational Leadership or a related field; or equivalent experience (please explain equivalent experience in cover letter)
2. Ability to plan, organize, facilitate, and evaluate education programs and events
3. Ability to work independently with minimal supervision
4. Ability to write and manage grants and 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. Networking skills and a proven ability to communicate through all media and across all venues is preferred.
7. Computer skills, primarily Microsoft Office suite, Quickbooks experience preferred.

SUPERVISION

The Executive Director will be supervised by the Board of Directors and will work closely with committee chairs on specific assigned duties. The Snyder County Conservation District Manager will provide day to day supervision and will provide training and direction 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 that are located in either Centre, Mifflin, or Snyder Counties. There are also required meetings to attend 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. This certification must be renewed in order to comply with state regulations and maintain safety for students involved in the Envirothon Program.