

## **New Canaan Nature Center Community Events Manager**

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Status: Full Time/Exempt

Hours: Tuesday-Saturday 8:30-4:30

### **Position summary**

The New Canaan Nature Center, a community-based environmental center and 40-acre sanctuary with forests, fields, ponds and streams, seeks a year-round Visitor Center Naturalist. The Community Events Manager will facilitate all community events and activities as well as teach Nature Center programs on and off site throughout the year. The Community Events Manager will also be responsible for coordinating the Birthday Party Programs.

### **Working hours**

The Nature Center's regular operating hours are 8:30 a.m. to 4:30 p.m., Monday through Saturday. The schedule for this position is Tuesday- Saturday from 8:30 to 4:30.

### **Community Events**

- Coordinate seasonal public programs (i.e. Cider Harvest Saturday, Winter Wonderland, Syrup Saturday)
- Work with Environmental Education team to coordinate programs on site such as hikes, birding and other teachable programs
- Coordinate the Nature Center's annual Fall Fair Event
- Public Relation - Connect positively with and expand NCNC's positive influence in the area community
- Collaborate with Director of Marketing and VC Naturalist to promote events through Website contact, social media and email blasts.

### **Environmental Education/Teaching**

- Teach, lead and coordinate Nature Center programs on a wide variety of natural science topics both on and off site throughout the school year for school and other groups from PreK-adult ages
- Be adept at teaching with all NCNC live animal ambassadors for programs
- Working with Education Program Manager and other EE's, develop new and innovative education programs and activities for school and other groups
- Assist with the support and training of Center intern(s) and volunteers

### **Birthday Parties**

- Coordinate and manage birthday parties through contracts, financial transactions, scheduling.
- Work with Birthday Party host to coordinate scheduling of Birthday Parties
- Work with Birthday Party host to ensure materials and party needs are available.
- Work with Registrar to finalize contracts and payments of Birthday Parties.

### **Visitor's Center**

- Front Desk Coverage/Reception as needed.
- Gift shop sales on Saturdays
- Collaborate with Education staff to develop and design educational signage and displays to engage the public (all ages)
- Communicate any issues related to building, surrounding landscape, safety and security promptly and ensure that issues are being adequately addressed

### **Administrative/Financial**

- Budget Development- Work with the Director of Finance and the Education Program Manager to create the annual budget for the Community portion of the Agency Budget.
- Oversee spending within the community budget for related materials and supplies, and account for all discrepancies in addition to managing grant cycle budgets.

### **Minimum Skill and Ability Requirements:**

- Minimum of B.A. or B.S. degree in Environmental science, education, or a related field or 4-5 years of relative work experience
- 2-3 years experience in managing events, preferably community driven.
- 2-3 years of teaching experience in environmental education, science and/or related field
- Strong natural history, ecology, environmental knowledge
- Significant experience working with K – 12 school audiences
- Willingness to handle live animals, including birds-of-prey, reptiles, small mammals, and a range of invertebrates
- Valid driver's license
- Working knowledge of word processing and data base management software, using the internet, and current education technologies that relate to science and environmental science education

**Compensation:** Salary Range \$38,000-\$42,000

**Benefits & Paid Time Off:** Full Time Staff Members are eligible to participate in our Medical, Dental and Vision plans. NCNC also offers Life Insurance, STD, LTD and accidental insurance at no cost to the employee. PTO including Vacation, Sick and Personal. Paid Holidays.

To Apply:

Email cover letter and resume to Chelsey Hobby, [chobby@newcanaannature.org](mailto:chobby@newcanaannature.org).