



**Position: Associate Director, MAEOE**

**Location: Columbia, Maryland, Statewide responsibilities**

**Hours: 40 per week (Permanent contract, subject to funding)**

**Overview:**

Founded in 1985, The Maryland Association for Environmental and Outdoor Education (MAEOE) is a non-profit whose mission **encourages, engages and empowers the community to understand, responsibly use and promote the natural world.**

**Position:**

MAEOE is currently seeking an energetic and creative individual to join our dynamic team as **Associate Director, Program Management**. The Associate Director will play a key leadership role in MAEOE as a manager of our programs. This individual will develop and deliver projects including Maryland Green Schools, Green Centers, Project Learning Tree and related training. The Associate Director will be responsible for social media, data collection, creating and producing resources with Green Schools and partner organizations. The Associate Director will align MAEOE flagship programs with environmental education strategy throughout the state including Environmental Literacy, NGSS, STEM, art integration and others. Candidates should have 5+ years of experience in environmental/outdoor education and program development. Experience delivering training is essential. We are seeking someone who is detail oriented and is experienced with database or event management software (we currently use CVENT). The Associate Director will report directly to the MAEOE Executive Director as a key member of a small and growing team and will report to the leadership of MAEOE Committees and the Board of Trustees.

**Responsibilities:**

- Oversee MAEOE program design, logistics, evaluation, and reporting
- Grant management including grant identification, proposals, and report writing
- Build key partnerships with new and established stakeholders
- Participate in organizational growth and program development
- Facilitate and organize workshops and training, make presentations
- Use database and contribute to website content
- Develop marketing materials
- Contribute to project and MAEOE monthly, quarterly, and annual reports
- Work with the Executive Director to identify and develop sources of funding including grants and fundraising
- Meet the goals outlined in MAEOE's strategic plan
- Work towards the strategic success of the MAEOE mission
- Other duties as assigned

**Qualifications:**

- 5+ years of experience in environmental/outdoor education, program development
- Experience training and facilitating workshops
- Demonstrated experience building and managing programs with positive outcomes for participants
- An innovative thinker with strong initiative and demonstrated flexibility, able to handle multiple projects in a fast-paced, evolving environment
- Exceptional interpersonal skills with the ability to solve problems
- Demonstrated ability to create and sustain effective collaborations and partnerships
- Excellent communication skills—oral, written, and public speaking
- Bachelor's degree or equivalent professional and life experience required