



## **Associate Director, Elementary School Programs**

Wild Earth nurtures the development and empowerment of youth by fostering reciprocity with nature, cultivating regenerative practices, and uplifting equity and environmental justice.

The Associate Director of Elementary School Programs holds responsibility for building and implementing the vision of school-based and nature immersion programs for elementary school-aged youth. They are responsible for coaching and supporting staff, partnering with families and school administrators, and developing programs that foster the interests of elementary-aged students. This role contributes to organizational priorities such as budgeting, staff development, and program development.

Wild Earth operates within a participative leadership decision making model. As employees, we participate in this structure through clear communication channels, organization-wide gatherings, and by working together in committees that are pertinent to our expertise. We believe that collective input informs our very best decision making.

**Foundational Role (15%):** Our foundational roles as team members uphold the mission, vision, and values of our work. We achieve this through staff meetings and retreats, professional development and training opportunities including JADE (justice, access, diversity and equity), internal communications, and administrative responsibilities.

### **Core Role • Essential Duties and Responsibilities (85%):**

#### **Organizational Leadership:**

- Support an organizational culture of collective responsibility. Constructively identify challenges and demonstrate solution oriented thinking.
- Contribute as a stakeholder to key organizational decision making processes. Develop program branch purpose and guide programmatic vision.
- Partner with directors to propose and implement policies and processes to improve organizational operations and culture.
- Pull and apply guidance, feedback, and support from peers and directors.
- Create an environment where all staff can be self-reflective and able to seek feedback and support.



### **Programmatic Leadership:**

- Direct early childhood programming and staff teams
  - Direct programs outdoors in all seasons and weather conditions
  - Direct indoor/outdoor programs on public school campuses
- Create strategies to develop and achieve program goals rooted in Wild Earth's mission.
- Create processes to support programmatic operations, including the development of programming and curricula.
- Guide program teams to innovate, plan, and implement a mission centered program.
- Coach program teams to create a culture of contribution, collaboration, and unity. Provide training and support development of staff to guide youth through conflict.
- Offer one-on-one guidance, actionable feedback and support to direct reports and peers. Support direct reports to identify and progress toward their own goals.
- Collaborate with school administrators to build strategy for the delivery of programs.
- Direct health and safety policies and procedures at programs.
- Provide day-to-day administrative support for early childhood programs, including the management of programmatic calendars.
- Demonstrate strong leadership in identified program area(s). Proactively learn new skills to adapt to evolving needs of the organization. Manage timelines, deliverables, and decisions, both independently and with the team. Lead cross functional collaboration between programs.

### **Experience & Skills**

- Excellent written and verbal communication skills with attention to detail.
- Comfort with prioritizing, planning workflow, and managing many projects simultaneously.
- Dynamic interpersonal skills and the ability to collaborate with all staff.
- Proficient in Slack and Google Workspace - especially Calendar, Sheets, Docs.
- Strong outdoor risk assessment and mitigation skills.
- Excellent emotional regulation and ability to support team members through challenges.
- Strong understanding of childhood development and behavioral support.
- Excellent curricular knowledge in earth living skills, nature-based crafts, sensory team building activities, and approaches to youth development rooted in anti-racist SEL frameworks.
- Commitment to guiding staff to create a supportive & respectful environment, welcoming to those with identities historically excluded from outdoor ed such as BIPOC, LGBTQIA+, woman, and girls.
- Ability to be self-reflective, committed to personal growth, and actively seek feedback and support.

**Bonus Skills**

- Spanish proficiency
- Experience with public school partnership programming
- Experience with earth living skills
- Expertise in supporting neurodiverse populations

**Hours:** 40 hours / week with five hours of built in flex time, Monday-Friday, with some weekend responsibilities. Remote work possible for administrative responsibilities.

**Compensation:** \$55,000 - \$60,000 / year plus benefits, including health insurance, retirement, program discounts, and generous paid time off.

**Start Date:** October 15, 2023

Send a cover letter and resume to [jobs@wildearth.org](mailto:jobs@wildearth.org).

*Equal employment opportunity and having a diverse staff are fundamental principles at Wild Earth, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.*