

Position Title: Education Office Coordinator

Status: Full-time/Hourly

Department: Education and Visitor Experience

Reports directly to: Education Programs Manager

Organizational Description: Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden's mission is to connect people and plants through display, education, conservation, and applied science. The Garden has beautifully restored native habitats, cultivated gardens, walking trails, and public programming that offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary

The mission of the Education & Visitor Experience department is to educate visitors and our community about plants' value to all life on Earth through engaging, accurate, and impactful experiences and interpretation and our vision is to be global leader in environmental education for all ages and audiences. The Education Office Coordinator supports this mission by overseeing day-to-day operations, with an emphasis on people, processes and functions, and logistics. This is a full-time position with benefits.

Primary Duties and Responsibilities:

- Coordinate aspects of Education and Visitor Experience Department operations, including but not limited to day-to-day problem-solving and program support; program logistics; scheduling programs, meetings, and tours; tracking program attendance; and administrative tasks as needed.
- Collaborate with Garden staff across departments to plan, deliver, and support formal and informal educational programming and materials.

Requirements:

- Bachelor's degree in communications, business, education, environmental studies, environmental education, nonprofit management, or equivalent combination of education and experience.
- Analytical and organizational skills, with proven written and verbal communication abilities.
- Strong interpersonal skills with ability to motivate a team and resolve conflicts, as needed.
- Ability to work independently and collaborate cross-departmentally.
- Ability to be flexible within a dynamic environment and willingness to learn new skills.
- Possess a commitment to the Garden's mission and department's mission.
- Expertise with Microsoft Office 365, particularly Outlook and Teams. Experience with Adobe Creative Cloud and Acme Point of Sale software helpful.
- Basic knowledge of budget/finance management.
- Familiarity or basic competence with video production equipment and other technologies helpful.
- Willingness and ability to work full days outdoors in a hot and humid environment and ability to lift and carry at least 35 pounds.
- Must be able to work a flexible schedule, including some weekends, evenings, and holidays.
- Must possess a valid U.S. driver's license and reliable transportation.
- Will be required to undergo a background check prior to being hired.

To Apply: Please provide a cover letter, resume, and contact information for three references by email to resumes@naplesgarden.org. Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin or disability.