



The Elizabethan Gardens

Position Title:

Programs Manager (New Position)

Work Schedule:

Monday-Friday with occasional weekend, evening, and/or holiday work required. This position may require occasional travel.

Work Hours:

Typically 8:00am-5:00pm with a one-hour lunch break for 40 hours a week.

Reports to:

Executive Director

Starting Salary:

\$43,000

Benefits:

Health and dental benefits. Paid time off (PTO) and nine (9) paid holidays.

Organization Overview:

Located on Roanoke Island in Manteo, NC – The Elizabethan Gardens overlooks Roanoke Sound and is nine miles from the Atlantic coastline in Nags Head. It was established as a tribute to the first English Colonists in the New World - at the site of the original settlement. The ten-acre site has an array of flowering plants, shrubs, and trees. One of the key aspects of The Elizabethan Gardens' mission is to inspire an appreciation of its unique history, gardening, nature and the environment. This aim is to be achieved by providing educational services to students, teachers, and the public both on-site and off-site. These services will include education programs, camps, special events, teacher workshops, volunteer programs, field trips, and outreach programs.

Position Overview:

The primary purpose of this new position is to develop, lead and manage the Gardens' education section. The Programs Manager will be responsible for providing leadership and supervision/management to future education staff, seasonal educators, interns, and volunteers. This position's duties include envisioning, designing and developing mission related education learning opportunities; developing activities and curriculum to accompany school programs; correlating all school programs with the NC Department of Public Instruction's Standard Course of



Study learning objectives as appropriate; managing education spaces, materials, and equipment such as a teaching garden and items used by the education section; collaborating with other local, state and national agencies and NGOs; serving as an educational resource for the general public, teachers, and students, and community stakeholders; and evaluating educational offerings and learning opportunities both quantitatively and qualitatively. In addition, the Programs Manager interviews and recommends new hires; trains new staff; provides input for staff work plans; directly supervises any full-time staff, seasonal staff, interns and volunteers and is responsible for interim/year-end performance appraisals for full-time employees. This position also works in collaboration with other managers and the executive director on long term strategic planning, including program and garden enhancement and expansion. The Programs Manager should be able to assume any other duties as assigned by the executive director. This position may include involvement with state, regional, and national organizations through meeting and conference attendance, presenting sessions and serving on committees, boards, and in advisory roles.

Description of Work:

Staff Supervision, Development and Management: This position will later directly supervise full-time, part time and/or seasonal educators, volunteers and occasional interns. The program manager participates in leadership team meetings. In addition, this position will handle all education personnel issues such as conducting interviews, hiring, coaching, developing work plans, and evaluation. The program manager cultivates leadership among the education team by fostering internal and external collaboration with stakeholders ranging from colleagues to professional affiliates.

Budget Development/Management: This position develops an annual operating budget for the education section, including the volunteer program, free programs, and fee-based programs.

Program and Curriculum Development and Promotion: The program manager oversees and assists with the development of new educational programs for students, teachers, and the public. This involves researching current industry trends and communicating with Garden colleagues and those in the education and botanical garden community to best address the designated audience's needs. The program manager will – at least initially - teach programs and later should be able to teach any program delivered by future education staff if needed. The program manager participates in applying for grants that support education programs. All school programs will strive to meet the Gardens' mission, and school programs are to be aligned with North Carolina Standard Course of Study.



Evaluation: The program manager researches and applies current evaluation techniques for Garden programs. Education staff evaluations are also conducted by the program manager. Program development is driven by evaluations assessed by the program manager.

Information and Education Resource: The program manager serves as a resource for natural science and environmental information in a variety of formats for various user groups. This position provides other Garden staff with information as needed. The program manager serves as a key member of the team for developing garden educational projects. This involves close collaboration with colleagues, research on other topics, and collaboration with educators on messaging. The program manager evaluates garden spaces for their educational effectiveness.

Committee Work: The program manager serves on Garden committees, and is encouraged to participate with state, regional, and national organizations through professional affiliations and participation in working groups, committees, and boards. The program manager participates in local, regional and national meetings and conferences to keep current on emerging educational trends and to collaborate on new educational programs, participate in the development process for garden projects, and support evaluation of programs and garden spaces.

Competencies, Knowledge, Skills and Abilities Required in this Position: In addition to knowledge of natural science and informal education, the job requires extensive interpersonal skills, effective supervisory skills, an excellent ability to communicate orally and in writing, a high level of expertise in program planning and evaluation, and the ability to coordinate and organize effectively. The employee must be self-directed and capable of working independently, creatively, and cooperatively. This employee must be knowledgeable of botany, horticulture, understand natural systems and processes, and must also be knowledgeable of major environmental trends, issues and concerns.

Education and Experience Required: Graduation from a four-year college or university with a major in botany, horticulture, or other natural science curriculum and three years of program management and/or teaching experience in natural science, including some supervisory experience; or three years as a science teacher; or an equivalent combination of education and experience.

License or Certification Required by Statute or Regulation: The ability to obtain a North Carolina driver's license is required. North Carolina Environmental Education Certification is preferred. First aid and CPR certification desired.

To Apply:

Send a cover letter and resume to info@elizabethangardens.org