

Position Title: Education Coordinator
Location: Martinsville and Henry County, VA
Report to: Director of Environmental Education
Supervisor: Director of Environmental Education

Office Location: Henry County Administration Building
Status: Full Time; Two-Year Grant Period (2026-2027)
Program: Harvest-Synergy (Green Leaves M/HC)

Position Summary

- Under the direction of the Director of Environmental Education, the Education Coordinator will play a vital role in delivering offering engaging and impactful environmental education programs designed for new and underserved audiences across Martinsville and Henry County. This dynamic position involves leading interactive presentations, workshops, and trainings; supporting outreach and marketing initiatives; and co-developing innovative, science-based curriculum centered on the Dan River watershed.
- Working in close collaboration with educators, school leaders, students, DRBA's Volunteer Environmental Educators (VEEs), the Coordinator will help broaden the reach and deepen the impact of environmental learning throughout the region. This is a grant-funded role with the potential to transition into a full-time permanent position after the initial 2-year grant period.

Key Responsibilities

- Lead implementation of the Green Leaves project in elementary schools across Martinsville and Henry County
- Co-create and develop environmental science and watershed curriculum and program materials in partnership with schools and the Director of Environmental Education
- Deliver engaging environmental education programs at schools, festivals, and community events throughout the Dan River Basin
- Support and collaborate with Volunteer Environmental Educators (VEEs) on outreach programs, events, and presentations
- Create educational and promotional materials including signage, brochures, lessons, and social media content
- Write press releases and coordinate media coverage for DRBA events and programs
- Contribute to the development and tracking of grant applications supporting educational initiatives
- Support the citizen water quality monitoring program, including coordination with volunteers and supply delivery/pickup
- Develop and distribute a quarterly e-newsletter focused on environmental education
- Represent DRBA at organizational events, community meetings, partner gatherings, and networking events
- Maintaining organization and inventory of educational supplies
- Perform additional duties as needed to support DRBA's education outreach and organization's mission

Qualifications

- Bachelor's degree or equivalent experience in environmental science, education, community outreach, or a related field preferred
- Strong knowledge of environmental education, watershed science, water quality, and related ecological systems

- Passion for community engagement and environmental stewardship, particularly in connecting people to their local watersheds
- Excellent organizational and project management skills; ability to work independently and prioritize multiple initiatives
- Strong communication skills with the ability to make complex information accessible and engaging for diverse audiences
- Proficiency in using a variety of outreach tools, including social media, websites, newsletters, and public events
- Confident public speaker with excellent writing, presentation, and interpersonal skills; capable of inspiring and leading others
- Team-oriented mindset and a deep commitment to the mission and values of the Dan River Basin Association
- Physically able to lift and move moderate-weight objects and participate in fieldwork activities such as hiking and paddling
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint) and Canva
- Must hold a valid Virginia or North Carolina driver's license

Salary and Benefits

- Salary commensurate with experience and within funding parameters (\$25K - \$35K)
- Additional benefits include stipend for health insurance, 20 personal days, 12 holidays, flexible schedule with approval

At DRBA, we believe a diverse team makes us stronger and are committed to fostering a workplace where everyone is treated with respect and fairness. We welcome applicants from all backgrounds and evaluate candidates based on their skills and experience. All hiring, advancement and employment decisions are made based on qualifications, merit and organizational needs.

About DRBA

The Dan River Basin Association (DRBA) preserves and promotes the natural and cultural resources of the 3,300 square mile Dan River region through stewardship, recreation and education. DRBA envisions a region where residents and visitors enjoy a high quality of life and access for all to healthy waterways, natural areas, trails, greenways, and heritage sites through a bi-state network that contributes to a strong and vibrant regional economy.