

DAN RIVER BASIN ASSOCIATION

Position Description

Position Title: Environmental Education Coordinator

Geographic Focus: Dan River Basin

Supervisor: Director of Environmental Education

Office Location: Henry County Administration Building

Status: Full Time; Three-Year Grant Period (2025-2027)

Background and Purpose

The Dan River Basin Association preserves and promotes the natural and cultural resources of the 3,300 square mile Dan River watershed through education, recreation and stewardship. DRBA envisions a region where all residents and visitors enjoy a high quality of life and access to healthy waterways, natural areas, and heritage sites. DRBA works to strengthen a bi-state network of partners that contribute to a strong and vibrant regional economy. All of DRBA's programs and services are designed to promote healthy lifestyles, increase economic development opportunities and protect land and water in the Dan River watershed.

Position Summary

Under the direction of the Director of Environmental Education, the Environmental Education Coordinator will play a vital role in delivering engaging and impactful environmental education programs designed for new and underserved audiences across the Dan River Basin with a primary focus in the Martinsville and Henry County. This dynamic position involves leading interactive presentations, workshops, and trainings for people of all ages; supporting outreach and marketing initiatives; and co-developing innovative K-12 science-based curriculum centered on the Dan River watershed. While also working in close collaboration with educators, school leaders, students, and 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 3-year grant period.

Key Responsibilities

- Lead implementation of the Green Leaves project in elementary schools across Martinsville and Henry County
- Co-create environmental science and watershed curriculum 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, 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
- Develop and distribute a quarterly e-newsletter focused on environmental education

- Represent DRBA at community meetings, partner gatherings, and networking events
- Perform additional duties as needed to support DRBA's education and outreach mission

Qualifications

- Bachelor's degree or equivalent experience in environmental science, education, community outreach, natural resources 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)
- Must hold a valid Virginia or North Carolina driver's license

Compensation and Benefits

The salary range for this position is \$25,000 to \$35,000 depending upon the individual's qualifications and experience. This position has a competitive benefits package, including contribution to health insurance coverage, paid time off (20 days personal/vacation and 13 holidays), and sick leave.