



Mission Statement: To foster environmental and community stewardship through education, service, and advocacy.

Environmental Education Specialist

About the Organization

Keep Omaha Beautiful (KOB) is an environmental nonprofit organization that was founded in 1959. KOB contributes to a healthy urban ecosystem through its Environmental Education programs, Pollution Prevention initiatives, Waste Reduction & Recycling education, and Tree Canopy Improvement projects. Each year, we work with thousands of students, volunteers, supporters, and partner organizations, inspiring community members of all ages to engage in sustainability efforts throughout our city.

About the Position

This role supports KOB's environmental education and outreach efforts. The position focuses on delivering youth-based education as well as community education programs. The Environmental Education Specialist will also facilitate professional development training(s) for educators, oversee KOB's *Healthy Waterways* projects, and develop engaging curriculum, activities, and resources to support all outreach efforts. As part of a small nonprofit team, the role is dynamic and hands-on, requiring flexibility and a passion for engaging community members in environmental stewardship.

Essential Duties & Responsibilities

- Facilitate environmental education programming for K-12 youth through school, afterschool, and summer enrichment programs; lead educator workshops and community outreach presentations
- Work closely with the Director of Education & Outreach to foster strategic partnerships with school and afterschool staff, community partners, and nonprofit organizations
- Organize, assemble, and maintain an inventory of educational materials
- Assist in developing and refining K-12 environmental education curriculum, and create engaging, hands-on activities for school programs, community events, and workshops
- Assist the Director of Education & Outreach with: coordination of school and afterschool programming, correspondence with teachers, facilitation and management of checkout kits and program supplies, and supporting classroom and extracurricular activities with relevant opportunities and resources
- Understand and communicate KOB's mission, vision, strategic plan, programs, and impact in a positive, constructive, and effective manner
- Lead and coordinate *Healthy Waterways* projects, including the World O! Water event, storm drain art mural projects, and rain barrel workshops
- Assist with administrative tasks and data entry associated with KOB programming

There will also be other duties as assigned. KOB is a small nonprofit that calls for all employees to wear numerous hats and contribute to an all-hands-on-deck approach. The ideal candidate will enjoy a diversity of responsibilities and embrace new duties as they emerge.



Characteristics & Skills

We are looking for an individual who embodies the following characteristics and skills:

- Passionate about sustainability and educating youth and adults about ways to contribute to a healthy urban ecosystem
- Excellent interpersonal skills with an ability to collaborate and communicate with program partners, committees, and working groups, youth/students, colleagues, and the general public
- Committed to inclusion and equity
- Highly organized; able to prioritize and manage responsibilities, including efficient time management
- Outstanding verbal and written communication skills, including public speaking
- Able to think critically and problem solve independently when issues arise
- Flexible and can successfully adapt to ongoing, positive change
- Strong project management, classroom, and group management skills
- Motivated to learn new skills and engage in professional development

Education & Experience

- A bachelor's degree in education, communications, nonprofit management, sustainability, environmental science or another relevant field (equivalent life/work experience adequate to perform the essential duties and responsibilities may be a substitute for a degree)
- Minimum of four years of progressively responsible professional experience in formal or informal education programming and/or community engagement
- Certification or familiarity with Project Learning Tree, Project WET, and/or Project WILD is preferred, but not required
- Experience in curriculum development and/or facilitating professional development workshops preferred not required

Schedule & Compensation

- Grant funded Full-time (40 hours/week) with evening and weekend work (for afterschool programming, educator workshops, and community events)
- Reports directly to the Director of Education & Outreach. This position primarily works out in the community at schools, partner sites, and events throughout the Omaha area. Regular meetings and collaborative work are also conducted at KOB's office (1819 Farnam Street, Suite 306). Remote-work opportunities and some allowance for a flexible schedule are also available
- Competitive compensation based on talents, skills, and experience (starting annual salary: \$49,500-\$52,500)
- Attractive benefits package includes: arrangements for a flexible work schedule and remote options, health insurance and/or HSA/FSA options, vision insurance, generous paid time off, an allotment for professional development, mobile phone benefit, paid downtown parking, life and long-term disability insurance, and 403(b), a potential end-of-year financial incentive



Additional Requirements

KOB is an active and mobile team that conducts work throughout the city. In order to provide programming for all of Omaha, we ask that candidates possess the following:

- Must have a valid driver's license and access to a personal vehicle. KOB is supportive of active multi-modal transportation (walk, bike, bus, carpool), but given the nature of our work and this position, reliable access to a vehicle is necessary
- Must be able to work in a variety of settings, including an office environment with potential for several hours in front of a computer, and at offsite/outdoor locations to assist with community events and in formal and informal classroom programs
- Must be able to lift up to 40 pounds in order to assist with moving program equipment and setting up for community events
- Must successfully pass a background check prior to the start of employment

Application Process

- To apply, please email your tailored resume and cover letter as PDF files to Hannah Rennard-Ganley at Hannah.Rennard-Ganley@KeepOmahaBeautiful.org with Environmental Education Specialist in the subject line
- In the cover letter, please make sure to include the following:
 - o Describe your experience with curriculum development, educational programming, and/or leading professional development workshops and classes
 - o Specify your earliest potential start date if offered the position
 - o Describe why KOB's mission resonates with you
- Screening begins immediately and continues until the position has received sufficient qualified applicants

**KOB values diversity of experience, approach, and perspective within our work and our team, and we are proud to be an equal opportunity employer. Our organization is committed to being an inclusive, diverse workplace that is welcoming to people of all backgrounds, experiences, and circumstances, and reflects the communities we serve and value.