Environmental Educator & Tree Program Coordinator

About the Organization

Keep Omaha Beautiful (KOB) is an environmental nonprofit organization that was founded in 1959. Our mission is to foster environmental and community stewardship through education, service, and advocacy. Each year, we work with thousands of students, volunteers, and supporters throughout Omaha via environmental education programming and community-service projects ranging from neighborhood litter cleanups to large-scale tree plantings in area parks.

About the Position

We are seeking a full-time (40 hours/week) Environmental Educator & Tree Program Coordinator. This dynamic, tree-loving individual will inspire others to care for the natural world by conducting environmental education programs and coordinating volunteer tree planting events. The right candidate will be highly organized and innovative, embrace a strong work ethic, and contribute to a team that is committed to having a meaningful and lasting impact on our community and environment.

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 diverse communities we serve and value. We welcome all interested and qualified individuals to submit a resume and a letter of interest, especially people of color, as well as candidates who are biliterate and bilingual in English and Spanish.

Essential Duties & Responsibilities

KOB is a relatively small nonprofit, which necessitates employees embracing an all-hands-on-deck approach. The ideal candidate will enjoy a variety of responsibilities and embrace new duties as they emerge. The primary functions of the role consist of, but are not limited to, the following:

- Oversee KOB’s Trees for Omaha program, which was developed to address the loss of our community’s ash trees due to the invasive Emerald Ash Borer beetle
- Work with the City of Omaha’s Parks & Recreation Department, local contractors, and volunteers to complete native tree plantings in public parks and along trails
- Develop and conduct standards-based, environmental education programming with local schools focused on the ecosystem functions of urban trees, which concludes with students planting trees on school property
- Oversee tree maintenance/watering contracts and conduct basic follow-up assessments of all KOB-planted trees to track health, growth, and survival rates
- Foster partnerships with area schools and community organizations to expand KOB’s Trees for Omaha program and related environmental education efforts
- Support KOB’s Executive Director and Development Coordinator in securing sponsors and completing grant applications/reports for KOB’s tree planting events and environmental education efforts
- Assist KOB’s Environmental Education Coordinator with developing and conducting other educational programming not directly related to trees (e.g., waste reduction & recycling, water pollution prevention, climate change, etc.)
- Provide general support for other KOB programs and community events
Characteristics & Skills
We are looking for a hardworking professional who embodies the following characteristics and skills. If this describes you, we encourage you to apply!

• Extremely passionate about environmental education and helping Omaha become a more environmentally sustainable and equitable city
• Able to work effectively with youth and adults in a teaching and training capacity
• Strong understanding of academic standards, curriculum design, and research-based instructional strategies that address the needs of students with different learning styles
• Committed to racial equity and environmental justice, and ensuring they are fully integrated into KOB’s work
• Excellent interpersonal skills with an ability to interact effectively with the public, educators, volunteers, program partners, contractors, and donors
• Highly organized and strong attention to detail
• Able to think critically and problem solve independently when issues arise
• Skilled in working cooperatively with others in a team-oriented environment
• Outstanding verbal and written communication skills
• Dedicated to consistently producing professional, high-quality work
• Creative thinker with a knack for generating and implementing innovative ideas
• Skilled at community networking and developing successful partnerships
• Flexible and can successfully adapt to ongoing, positive change
• Adept at integrating technology and assimilating digital-based processes into programs, workflows, and operations
• Committed to learning new skills, engaging in professional development, and staying up-to-date on emerging topics in environmental education, arboriculture, and local sustainability issues
• Able to prioritize and manage multiple duties and tasks simultaneously

We are a very 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) and even provides a public transportation commuting benefit, 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, at offsite venues to conduct environmental education programming, and outdoor locations for tree plantings and community events.
• Must be able to lift up to 30 pounds in order to assist with setting up for community events and moving equipment for tree planting/service-learning projects.

Required Education & Experience

• A minimum of an associate’s degree in education, environmental science, environmental justice, ecology, sustainability, landscape architecture/design, horticulture, nonprofit management, or another related field
• At least two years of professional experience involving formal or informal teaching, nonprofit program management, urban forestry, horticulture, landscape design, special event planning, community outreach, and/or volunteer coordination
Additional Preferences (not required, but a major plus)

- Biliterate and bilingual in English and Spanish
- Experience as a formal classroom teacher or informal educator
- Experience working with well-respected environmental education curriculum (e.g., Project Learning Tree, Project WILD, Project WET, etc.) and/or developing science-related curriculum
- Certified as a master naturalist
- Knowledge of/experience with arboriculture, horticulture, and/or sustainable landscapes
- Experience coordinating large special events and/or large groups of volunteers
- Experience writing grants and/or completing grant reports
- Familiarity with the local nonprofit sector and experience developing community partnerships
- Comfortable speaking in front of large groups
- Specialized training in specific sustainability-related topics and/or a bachelor’s degree+ in one of the fields noted in the “Education & Experience” section

Schedule, Worksite, & Compensation

- Full-time (40 hours/week) with occasional evening or weekend work (tree planting & community events), especially in the spring and fall
- Reports directly to the Executive Director and works at KOB’s office located in Suite 306 at 1819 Farnam Street; however, until COVID-19 levels are deemed safe, there are options to work remotely
- Competitive compensation based on talents, skills, and experience (starting salary range: $42,000 to $46,000)
- Attractive benefits package that includes a potential end-of-year financial incentive for outstanding performance, flexible work schedule arrangements, a health/wellness stipend, generous paid time off, an allotment for professional development, mobile phone benefit, public transportation benefit, life and long-term disability insurance, and a retirement savings benefit
- Please note that this is a two-year, grant-funded position with the strong likelihood of developing into long-term employment at the end of the two-year time period

Application Process

- Please forward your tailored resume and letter of interest to KOB’s Executive Director (Chris Stratman) at HelloKOB@cityofomaha.org with KOB Environmental Educator & Tree Program Coordinator in the subject line. In your letter of interest, please also clarify how you heard about the position and why environmental education/sustainability is important to you.
- Screening begins immediately and continues until the position is filled, but we will likely close the application period before or on April 16, 2021.
- Employment start date is flexible, but ideally the selected candidate would start the position in May of 2021.

Final Note

KOB subscribes to a strengths-based approach. There is opportunity to grow in this position and to take on different responsibilities. We work to tailor the role to the strengths and interests of the selected candidate and modify the position as the individual develops professionally. Ultimately, we are looking for someone with the right talents, potential, and commitment to our mission – an individual who believes in environmental education and stewardship, and truly wants to make Omaha a more vibrant, sustainable, and equitable city.

3/30/21