



**League of Environmental Educators in Florida**

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[www.leef-florida.org](http://www.leef-florida.org)

## League of Environmental Educators in Florida

The League of Environmental Educators in Florida (LEEF) is the professional organization for environmental education in Florida- advancing environmental literacy and promoting stewardship.

We are an independent volunteer run non-profit, and the state affiliate to the North American Association for Environmental Education (NAAEE).

## POSITION DESCRIPTION

LEEF is seeking an enthusiastic and creative person with a passion for our mission and a desire to help us grow as an organization. The **Operations and Outreach Manager** will oversee the day-to-day operations of the organization, including management of a remote office, human resources, finances, and grants, including analysis and improvement of organizational processes to improve quality, productivity, and efficiency.

Reports to the President and will work closely with the President Elect and Treasurer.

## DUTIES AND RESPONSIBILITIES

Responsible for managing multiple projects to accomplish targeted objectives in:

- Marketing - web, social media, print
- Program Management - training, education, workshops, and conferences
- Membership Development - identification, solicitation, on-boarding, relationship management
- Assessment of existing systems software - for quality, efficiency and effectiveness and evaluation of alternative software management systems to align with the organization's growth to allow for capacity building
- Development of a plan for communications and outreach - through work with the Board of Directors and action teams
- Grant applications and funding/donor proposals - assistance in the development, submission/distribution, management, and reporting
- Production of monthly updates and progress reports - to ensure that project milestones/goals are met and adhere to budget
- Assistance with conference planning and implementation - to provide continuity of conference traditions and quality
- Maintenance of - website, outreach materials, and all social media platforms
- Cultivate and steward organizational partnerships focused on shared outcomes

*advancing environmental literacy and promoting stewardship*

## POSITION REQUIREMENTS

### Essential Qualities

- Passion for the mission of the organization
- Ability to work well independently, remotely and as part of a team
- Strong networking, communication, and interpersonal skills
- Excellent writer with strong spelling, grammar, typing and organizational skills with attention to detail
- Must reside in Florida and can work from home (or another location), provide own access to internet, computer, phone and be able to travel for meetings and conferences, etc. (some nights, weekends and travel will be required)
- Ability to work as a team player with diverse groups of people
- Unwavering commitment to diversity, accessibility, and inclusion

### Desired Experience

- BS or BA or equivalent background in nonprofit management, fund development, public relations, marketing, business, or an environmental, natural resource or education related field is preferred. Ability to grow in the job with the capacity to infuse the organization with energy and creativity
- Commitment to, understanding of, and passion for environmental education
- Related non-profit experience with a track record of increased responsibility including working with and reporting to boards of directors; ability to show high level of performance, leadership, and creativity; and supervisory experience
- Ability to think strategically and to plan, implement, and evaluate new and existing programs focused on key priorities within organization mission, goals, and resources
- Collaborative, team-oriented work style balanced with ability to make timely executive decisions
- Experience creating effective working relationships with other organizations and agencies
- Proficient knowledge of the Microsoft Office Suite and experience with back-end website and database management

This list of essential responsibilities and requirements is not intended to be exhaustive. **The League of Environmental Educators in Florida** reserves the right to revise this job description as needed to comply with actual job requirements.

### Specifics

Position available: Immediately

Status: Full Time, Remote - will require some local and regional travel

Salary: \$48,000 - \$51,000, commensurate with experience and qualifications

Please submit resume, cover letter and writing samples to [jdiaz.leef@gmail.com](mailto:jdiaz.leef@gmail.com)

*LEEF is a 501(c)(3) organization*

*advancing environmental literacy and promoting stewardship*