

Squam Lakes Natural Science Center

Job Description

Employment Title: Connected Learning Coordinator

Supervisor Title: Education Director

Employment Classification: Non-exempt

Employment Type: Part-time, grant-funded

Average Hours Worked: up to 20 hours per week, including some evenings and weekends.

Compensation: \$20.00 per hour; The position is funded through December 2025 with the possibility to extend as funding allows. This can be a hybrid position with work being done both remotely and in-person at Squam Lakes Natural Science Center.

Supplemental Benefits: An 8-person SLNSC membership, retail, program, cruise discounts, training, and professional development support. A complete summary of benefits can be provided upon request.

Position Summary

Squam Lakes Natural Science Center seeks a 12-month, half-time Connected Learning Coordinator to oversee the Squam Lakes Connected Learning Ecosystem (CLE) project. This network of in-school and out-of-school educators works to build local learning communities committed to empowering the next generation of climate stewards. Members provide regional youth with multiple pathways to gain confidence, interest, and agency in science with an overall aim of improving climate and data literacy. The Squam Lakes CLE is part of the [Learning Ecosystems Northeast](#) project coordinated by the Gulf of Maine Research Institute and funded through a NASA Science Activation award. The Coordinator will play a central role in maintaining continuity of communication, support, and local cross-context recruitment and retention of CLE members.

The successful candidate will have exceptional organizational skills, attention to detail, and a strong orientation to meeting the diverse needs of a broad array of constituents. They will be an enthusiastic and consistent communicator through all channels, written and verbal, as well as with in-person and virtual groups. They will be inclined to lead with listening and operate collaboratively, prioritizing community perspectives. While many kinds of work experience are appropriate preparation for being successful in the role, an orientation toward community organizing and experience with the responsibilities listed is ideal.

The position is funded through December 2025 with the possibility to extend as funding allows. This can be a hybrid position with work being done both remotely and in-person at Squam Lakes Natural Science Center.

Role & Responsibilities

- Communication to enhance local recognition of Squam Lakes CLE among stakeholder groups including project partner organizations
- Recruit and retain CLE participants including documenting strategies to grow and sustain CLE engagement over time to foster partnerships between educators working in different contexts
- Collaborate with CLE members on planning regular CLE meetings, managing CLE events, and brokering learning opportunities among CLE members
- Strengthen the capacity of local in-school and out-of-school educators to implement climate change and community resilience activities through local and/or regional partnerships
- Coordinate quarterly CLE meetings including setting up speakers, professional development opportunities, or activities that encourage members to continue sharing resources and developing connected learning projects
- Facilitate brainstorming of new project ideas both one-on-one and in group settings
- Assist CLE members in maintaining their connected learning projects and check in with them to make sure they are supported and able to conduct their planned programming

- Develop and deliver climate change programming associated with Squam Lakes Natural Science Center currently including the Sustainability & Action Summit for Middle Schoolers (annually in April) and Earth Camp for Middle Schoolers (annually in summer)
- Seek out new connections with local organizations both virtually and in person, intentionally ensuring that everyone has a seat at the table
- Organize and update the Google Drive folder with accurate contact information for all members and grant applications
- Write progress reports, updates, and stories of successes and challenges throughout the year for LENE project coordinators and communicate with LENE regarding any additional requirements
- Oversee Squam Lakes CLE budget; manage expenses, invoices, and mini-grant awards
- Coordinate large-scale projects with CLE members (such as HATCH program head-starting hatchling painted turtles in CLE classrooms and other educational spaces)
- In partnership with CLE members and the Science Center's Volunteer Manager, coordinate community science programs (e.g., bat count, seasonal bioblitz, NestWatch, monarch tagging, SparcNet salamander project, amphibian road crossings, Young Birders Club, trail cameras, environmental DNA)
- Send out a monthly newsletter to CLE members with important information
- Regularly promote other organizations in the CLE
- Attend professional development opportunities relating to climate change, environmental justice, etc.
- Attend monthly LENE project meetings, relevant training, and the annual retreat
- Effectively communicate and coordinate with all members of the Science Center team to ensure the success of programming
- Maintain cleanliness and safety of all program and office spaces
- Other duties may be assigned as business needs deemed necessary

Education

- A high school diploma or equivalency is required.
- Bachelor's Degree with a major in the natural sciences, formal education, environmental education, natural resources interpretation, or a related field, or comparable relevant experience, is preferred.
- Current progress toward obtaining a degree or continuing education is appreciated.

Required Qualifications, Knowledge, and Skills

- Must be able to successfully pass a background check to interact with children
- Two to three years of experience teaching a variety of audiences in a formal education or non-formal environmental education setting
- Demonstrated public speaking skills and ability to effectively communicate with diverse audiences
- Experience in event logistics and coordination
- Experience in community organizing and meeting facilitation
- Exceptional interpersonal and organizational skills
- Enthusiastic and consistent communication skills, verbal and written
- Collaborative and partnership-oriented approach
- Strong listening skills with a strong attention to detail
- Proven ability to work both independently and collaboratively and to take initiative to solve problems and tackle challenges
- Strong computer skills such as word processing, spreadsheets, database software, project management applications, and email management
- Current certification in Adult and Child CPR/First Aid with AED or willingness to obtain (*SLNSC provided free training and certification for all employees*).
- Possess or obtain a valid Driver's License
- A strong and active interest in learning and personal growth, including self-assessment and feedback from colleagues

Physical Requirements

- Must be able to stand for extended periods.
- Must be able to verbally communicate with staff, individuals on the phone, and visitors.
- Must be able to use office equipment such as computers, telephones, and multi-function copy/scan/print machines.
- Ability to work in an environment that includes exposure to zoonotic diseases and environmental allergens including but not limited to dust, mold, pollen, live birds, live mammals, live reptiles, live insects, and other animals.
- Ability to work outside in all weather conditions, locomote long distances on uneven terrain
- Must be able to lift at least 25 pounds unassisted.
- Must be able to tolerate working in a variety of environmental conditions and climates.
- Must be able to remain patient in perceived times of crisis or actual crisis.

Application Process:

- To be considered for this role, qualified candidates must email a resume and a cover letter of interest to bonnie.baker@nhnature.org.
- All applicants must submit a cover letter and professional resume to be considered.
- Candidate submissions without a cover letter will be asked to provide a cover letter.
- A completed SLNSC employment application will be required before the first interview.
- Applicants will receive an acknowledgment email within two days of submitting their credentials.
- Candidates will be selected for interviews within five to ten business days, and the interview process consists of a series of interviews with our hiring committee.
- Telephone inquiries are not permitted due to the high volume of applicants.

Job Description disclosure:

The above job description is not all-inclusive. This role may be required to perform other reasonably related duties assigned by the supervising manager or director. Squam Lakes Natural Science Center reserves the right to update, revise, or change the job description whenever business needs deem necessary. Squam Lakes Natural Science Center is a not-for-profit 501(c)(3) organization and an Equal Opportunity Employer (EEO). New Hampshire is an employment-at-will state. This means that either party may terminate the employment relationship at any time, with or without cause or notice. All applications, resumes, and materials submitted become the property of SLNSC.

Equal Opportunity Employer (EEO) statement:

All qualified applicants receive consideration for employment regardless of age, race, religion, gender, sexual preference, gender identity, national origin, protected veteran status, disability (physical or psychological), or any other protected classification under federal and state law. Our policy requires a completed employment application, reference, and background checks to be conducted on new employees before their first day of employment. Immigration verification is required.

v. 01/23/2025