Education Coordinator

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is building an organization and a staff to welcome guests to its world-class botanic garden, which opened in the fall of 2020, and to inspire people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking an education coordinator who will report to the Director of Education and Public Programs. The ideal candidate will have a strong foundation in horticulture and plant sciences with experience and/or interest in education, a passion for details, and desires to work in a dynamic organization in a stage of rapid growth.

This part-time (up to 29 hours/week) non-exempt position will manage the community garden, teach and assist with classes, coordinate instructor communication including class curriculum and pay, compile weekly reports on demographics/feedback from students and teacher surveys, draft a monthly education newsletter; and coordinate community outreach to promote programs.

Main Job Responsibilities:

Class and Program Coordination

- Assist with identifying class/program topics and instructors within the Garden's program area themes including horticulture and botany, wellness, arts and culture, and nature and conservation.
- Teach select classes and assist instructors in class management and curriculum development, monitoring scientific integrity, when needed.
- Input attendance, demographics, registration fees, and contact info into database and Excel for up-to-date reporting and evaluation of programs.
- Assist with program promotion by writing course descriptions, gathering images and supporting content, and publishing courses and programs to online catalog, as well as, monthly newsletter.
- Prepare and send communication to program registrants with necessary details.
- Collaborate with other cultural institutions or seek out and foster community partners to create new educational opportunities.
- Procure and prepare program materials, registration lists, nametags, as well as maintain inventory of supplies and materials.
Community Garden

- Develop the Community Garden programs and policies with oversight by Director of Education
- Together with the horticulture department, plan and organize seasonal plantings
- Promote the community garden in nearby neighborhoods and the community
- Coordinate the registration of individuals, families, and groups to garden plots and facilitate gardener meetings and educational opportunities
- Develop, maintain, and review annual budget for the Community Garden
- Coordinate community events

Qualifications and Experience Requirements:

- Bachelor degree in botany, biology, horticulture, agriculture/environmental education or related field is required
- Experience in curriculum, program, and/or event development required
- Experience teaching programs, tours and/or public speaking required
- Bilingual or multilingual highly desirable

Ideal Candidates will also possess:

- Working knowledge of rudimentary plant science, gardening, horticulture and the natural world
- Excellent communication skills, both written and verbal
- Comfortable engaging new audiences and working with multigenerational learners
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision, as well as part of a team
- Ability to work weekends, as needed
- Meticulous attention to detail
- Ability to learn or experience in using Microsoft Office, Teams, Zoom, Canva, CRM/database software, and DocuSign

Schedule and Salary:

- Compensation commensurate with experience.
- Position is available on January 4, 2021.

Application Procedure:

Interested candidates should send a resume, cover letter, and three references to hr@hbg.org. Candidates who most closely match the job requirements will be contacted. Interviews commence December 14.

Thank you for your interest!