



Job Description – Educational Programs Manager

The Detroit Riverfront is one of the most diverse gathering spaces in Michigan, and it has transformed the way our community comes together. Each year, roughly 3 million visitors experience the Detroit Riverfront, including the Detroit RiverWalk, the Dequindre Cut and associated green spaces. With more than 300,000 of those visitors participating in free or low-cost public programming on the Riverwalk or Dequindre Cut, activating our riverfront in an impactful way is critical to the Conservancy. **The Detroit Riverfront Conservancy seeks an Educational Program Manager to assist us in achieving our mission of being a world-class gathering space for all.**

The Detroit Riverfront Conservancy was formed in 2003 as a 501(c)(3) organization with the mission of developing access on the Detroit International Riverfront. The entire vision is 5 ½ miles of revitalized riverfront property, from the Ambassador Bridge to Gabriel Richard Park, just east of the Belle Isle Bridge, and will include the construction of a continuous Riverwalk along with plazas, pavilions and green spaces. The Conservancy is responsible for the improvement, operations, security, maintenance and programming of the Detroit Riverfront in perpetuity.

In 2024, the Detroit Riverfront Conservancy will be opening our largest park to date – Ralph C. Wilson, Jr. Centennial Park. With the addition of this park to the riverfront footprint, the Conservancy is committed to creating place-based educational programming through a K-5 fieldtrip program, and teen stewardship program focused on conservation. The Educational Programs Manager will be responsible for guiding strategy and implementing DRFC programming in the areas above. The Educational Programs Manager will report to the Senior Director of Programs and Public Spaces.

Major Duties and Responsibilities

- Cooperatively plan, implement and evaluate interpretive and education programs
- Build out and manage K-5 place-based educational plan for Wilson Park with implementation in fall 2024
- Craft and manage teen summer program initiatives focused on climate change and green careers
- Connect with out of school time program partners across Detroit to build partnerships with DRFC
- Develop relationships with Detroit area elementary school educators to provide input on place-based educational experience
- Coordinate the logistics for educational programming and budgeting
- Manage staff, program partners and volunteers working at events or programs
- Assist or take lead in setting up, breaking down, and managing registration and check in for programs
- Manage relationships with outside program providers for environmental educational programs
- Preparing budgets and grant reports as needed
- Support DRFC Programming team in other program and events
- Essential duties and special projects as assigned

Your background

- Bachelor's degree in education, parks and recreation, environmental studies or non-profit management or 4-5 years of work experience in these areas is preferred
- Understanding of K-5 requirements, interpretive program principles, and environmental education
- Experience with building programs and curriculum
- Experience providing place-based instruction in an informal or outdoor setting
- Proficient in Microsoft Office
- Ability to accomplish projects independently and manage projects simultaneously
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Experience working with the public or public service
- Capacity to lift 20 – 25 pounds
- Ability to work weekends and weeknights for special events

Who you are?

- A champion and advocate for the Detroit RiverFront Conservancy's mission and our visitors
- Organized, meticulous and likes the details
- Works independently to craft position to best suit the needs of the Conservancy
- Knowledge or relationships with Detroit area event producers
- Possess a growth mindset with an openness to coaching and critical feedback
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and possesses a good sense of humor with the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Desire for growth professionally and impressing coworkers
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity and patience

To apply for this position, please email your resume, cover letter, salary requirements and a list of three references as one PDF attachment to careers@detroitriverfront.org in the subject of the email, please type "Your Name – Educational Programs Manager." We will be accepting applications until May 22nd. Please no phone calls.

This is a salaried position ranged in mid 50s or based on experience. The compensation package includes medical, dental, 3 weeks paid vacation, and 401K plan.

The Detroit Riverfront Conservancy is an Equal Opportunity Employer