

Education Program/Community Engagement Manager Job Description

Status: Full time, permanent, salary with select benefits

Reporting: This position is supervised by the Executive Director/CEO

Job Summary:

The Education Program/Community Engagement Manager is responsible for the strategic development, execution, and evaluation of all educational, interpretive, and community outreach programming for the Black Hills Parks and Forests Association (BHPFA). This position directly oversees and supports education staff, interfaces with federal public land partners (National Park Service, USDA Forest Service), and builds intentional relationships with gateway communities and regional organizations. The Manager also oversees the volunteer program through a volunteer coordinator, tracks engagement through modern CRM systems, develops fee-based and free programming for people of all ages to foster lifelong public land stewardship, and works with BHPFA team members on public events.

Job Duties/Responsibilities:

Personnel Management & Leadership

- **Education Staff Oversight:** Direct, supervise, and mentor education staff; handle scheduling, professional development, and performance evaluations.
- **Volunteer Coordinator Supervision:** Direct, supervise, and evaluate the Volunteer Coordinator (all volunteer management is handled indirectly through this position).

Program Development & Community Engagement

- **Multi-Generational Programming:** Design, deliver, and evaluate fee-based and free educational programs and advanced field seminars for all ages.
- **Strategic Partnerships:** Collaborate with agency staff and the Education Committee to plan and execute an annual interpretive plan.
- **Community Integration:** Build partnerships with local libraries and community groups to conduct nature education programs.
- **Inclusive Recreation:** Coordinate targeted outdoor workshops and affinity programs with national and local partners to engage underrepresented demographics.
- **Events & Marketing:** Plan or assist with community events, skill workshops, and youth initiatives while collaborating on digital marketing assets.

Database Administration

- Manage program participation from registration through program follow up in all database platforms
- Search & apply for grants or other funding opportunities that support the BHPFA mission.

Safety & Operations

- **Risk Management:** Annually review, update, and implement the BHPFA program risk management and safety plans to comply with both organization policies and federal public land safety protocols.
- **Administrative Reporting:** Maintain records of program attendance, demographics, and partner impact to support grant reporting, board updates, and annual organizational reports.

Certifications

- **Background Check:** Proof of a current background clearance or willingness to submit to a background clearance to work directly with minors.
- **Trainings:** Current in Wilderness First Aid and/or First Responder training or willingness to attend & pass training within 6 months of hire.

Basic Job Specifications/Qualifications:

- Bachelor's degree in Education, Parks & Recreation Management, Environmental Science, Non-Profit Management, or equivalent life/field experience.
- Minimum 3-5 years of experience coordinating educational programming, managing volunteers, or working within a non-profit/cooperating association ecosystem preferred.
- High comfort level with database management tools (Sales Force, Donorbox), Google Workspace, and active use of AI materials and platforms. Must be willing to search out & learn new digital tools to be more efficient and effective.
- Strong interpersonal and communication skills, with a proven ability to confidently present to diverse groups, ranging from young children in library settings to agency officials.
- Proven resilience and flexibility to modify programming based on resource constraints, federal budget impacts, or seasonal land closures.
- Physical & Logistical Requirements:
 - Ability to learn and adapt to varied outdoor terrain and work assignments.
 - Must be able to lift and carry up to 50 pounds of program supplies.
 - Possess and maintain a valid driver's license with access to a privately owned, insured vehicle for regional travel across South Dakota and the Nebraska Panhandle.
 - Willingness to work a flexible schedule, including select weekends and evenings for full-moon hikes or community festivals.
 - Must be bondable.
- Deep passion for promoting the BHPFA mission: fostering a sense of wonder, exploration, and stewardship for public lands.