



## **OUTREACH AND EDUCATION PROGRAM MANAGER**

The Pensacola and Perdido Bays Estuary Program's (PPBEP) mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our bays, estuaries, and watersheds.

The Outreach and Education Program Manager will serve as a storyteller, educator, and connector, connecting PPBEP's mission to the community at-large. The Outreach and Education Program Manager will support implementation of PPBEP leadership's five-year vision to expand the reach and connection to our communities through community science, engagement, and K-12 education. The incumbent will, under the direction of the Executive Director, identify and implement strategic opportunities to grow and sustain PPBEP's education and outreach programming.

The position will lead PPBEP's community outreach and education initiatives, will be responsible for serving as staff lead for the Education and Outreach Committee, and implementing PPBEP's Education and Outreach Strategy in collaboration with the Committee, staff, and other partners. The position will also provide community engagement support and serve as an advisor to other PPBEP programs/project, such as the Oyster Restoration Initiative, Living Shoreline Assistance Program, and Carpenter Creek Restoration. The Outreach and Education Program Manager currently has one full-time position, the Community Science Coordinator, accountable to them, in addition to seasonal interns.

It is currently anticipated this position will also manage PPBEP's communications through 2026 until a new Communications Manager and Donor Relations position is created and filled, contingent on funding. Community engagement duties include, but are not limited to, K-12 curriculum development, teacher workshops, field trips, public outreach and activities, event planning, volunteer coordination, meeting support, communications, and content development and management.

The Outreach and Education Program Manager should possess strong communication skills and have prior outreach and/or education experience. The Outreach and Education Program Manager should possess knowledge of Gulf coast ecology, watershed concepts, environmental education, and outdoor programming.

The Outreach and Education Program Manager is an at-will position accountable to the Executive Director and will collaborate with all staff. This is a full-time position that will have regular work hours from Monday-Friday with frequent work outside of those hours for programs and events. The position is based in Pensacola with frequent travel throughout the area watersheds.

### **EXAMPLE OF DUTIES** **PROGRAMS**

Ensures PPBEP leadership's five-year vision is successfully implemented:

- Deepen community engagement to foster mutual benefit and support
- Strengthen collaborative partnerships to amplify shared impact and outreach
- Elevate the PPBEP brand as the trusted authority for science-based solutions

Leads implementation of the Program's Education and Outreach Strategy

Staff lead for the Education and Outreach Committee

Prepares for and participates in regular and routine meetings related to assigned projects

Coordinates closely with all Program staff to ensure project updates, milestones, reviews and feedback, and engagements are communicated effectively

Tracks education and outreach program/project metrics and assesses effectiveness

Plan, coordinate, and implement outreach programs and events for the community

Leads field trips and teacher development workshops

Works with the Community Science Coordinator to identify and implement community science and volunteer programs and projects

Provides community engagement support and advises on PPBEP programs/projects

Assist in planning and executing the Program's annual Evening for the Estuaries Gala

Collaborates with organizations and groups within the community to build partnerships

### **COMMUNICATIONS**

Prepares and delivers public presentations and assists in public relation responsibilities including the composition and circulation of newsletters, social media posts, website articles, etc.

Responds to requests for information from the public, other governmental agencies, and/or other interested parties and, when necessary, communicates issues to other appropriate personnel

Curates photo and video content of Program activities

Regularly updates the PPBEP website (meeting notices, resources, program updates, etc.)

Assists with preparation of the Program's Annual Impact Report

Provides support for PPBEP meetings and events, including creating and distributing meeting invitations, agendas, and other materials, to maintain consistency and accuracy with policies, activities, and communications

Presents education and outreach program updates at Board of Directors meetings

Assists in meeting facilitation and utilizes virtual meeting tools (Mural, Zoom, etc.)

### **OTHER**

Assists in the development of proposals for education and outreach grant opportunities

Assists with report writing to communicate accomplishments and project deliverables to funding agencies and stakeholders

Performs other duties as assigned

## **PPBEP TEAM CREED**

Our PPBEP team is united by a shared purpose: to restore and protect our watersheds and enhance the quality of life in our communities. We are guided by core values in all our actions and interactions, creating an environment where we can excel individually and collectively.

We commit to:

Dependability: We honor our commitments and take personal responsibility for our work. We are prepared, follow through, and contribute our best, ensuring our collective success.

Adaptability & Flexibility: We embrace change with an open mind, adjusting to new challenges and opportunities. We step up, fill gaps, and persevere through evolving demands, knowing our strength lies in working together.

Open & Active Communication: We foster an environment where diverse perspectives are valued and respectfully shared. We communicate confidently and listen actively, ensuring clarity, understanding, and progress.

Trust & Respect: We believe in each other's competence and positive intent. We respect each team member's individuality, skills, and ability to manage their workload. This trust anchors our relationships and creates a supportive, nonjudgmental environment.

Collaboration & Support: We are a unified team supporting each other and our shared initiatives. We readily assist when needed and embrace a spirit of partnership, ensuring our collective efforts improve both individual performance and the organization's impact.

Service Oriented: We are driven by a profound sense of service above self, acting as trusted community ambassadors. We prioritize responsiveness to the needs of our member organizations and our shared purpose to enhance the well-being of our watersheds and communities.

## **TYPICAL QUALIFICATION**

### **Minimum Qualifications**

#### **Training and Experience:**

Bachelor's degree in biology, communications, education, environmental science, natural resources management, or related field, and a minimum of three years of experience in community outreach, education, and/or communications one of which was in a supervisory role; or a combination of education and experience equivalent to these requirements.

#### **Licenses and Certifications:**

Must possess a valid driver's license from state of residence

Ability to obtain FWC Aquatic Species Collection Certification

Ability to obtain American Canoe Association Kayak Certification

#### **Knowledge, Skills, Abilities and Other Characteristics (KSAO's):**

Strong verbal communication skills

Strong written communication skills in a variety of writing formats for diverse audiences, including email correspondence, written reports, public presentations, newsletter content, social media content, grant writing and reports, etc.

Interpersonal skills to successfully establish and maintain effective working relationships with Program staff, partners, and the general public

Work independently, manage multiple projects concurrently, resolve conflicting issues, and adhere to deadlines, while working on multiple, diverse projects

Translate communication needs into products that are thoughtful, highly organized, logical, and easy to digest

Operate a vehicle

Ability to work outside in uncomfortable positions (e.g., Florida summertime heat)

Preparing a variety of reports and documents

Content creation and management (Facebook, Instagram, YouTube, Flickr, Constant Contact, Canva, LinkTree, Wordpress, Wufoo Forms, Bloomerang, basic html, etc.)

Virtual meeting tools (Microsoft Teams, Zoom, Mural, Owl, etc.)

Ability to implement Program messaging and brand standards

Planning and coordinating community events and volunteer programs

Kayaking experience

Environmental education principles and practices

Meeting and workshop facilitation

Knowledge of Alabama and Florida academic standards

Proficient in Office and Adobe software (Word, Outlook, Excel, PowerPoint, Adobe Acrobat, etc.)

Photography and/or videography

Design skills

### **COMPENSATION**

Salary Range: \$55,000 – \$65,000/year plus benefits

Salary is negotiable commensurate with experience, education, and budget availability.

### **BENEFITS**

Health Insurance: PPBEP covers 100% of monthly employee premiums, up to 50% coverage for spouse/family coverage, and contributes \$1,100 annually to the employee's HSA account.

Dental: PPBEP covers 75% of monthly employee dental premiums. Spouse/family coverage is also available and is 100% covered by the employee.

Vision: Voluntary vision insurance is available and is 100% covered by the employee.

Retirement: PPBEP offers a 401(a) defined contribution plan and a 457(b) deferred compensation plan. PPBEP contributes a 9% match to the 401(a) plan, with a required 3% employee contribution. The 457(b) plan is voluntary and is 100% covered by the employee.

Paid Time Off: Paid time off will accrue beginning date of hire.

### **SUPPLEMENTAL INFORMATION**

#### **Physical Requirements:**

Positions in this class typically require: talking, hearing, seeing, finger and hand dexterity, and repetitive motions.

**Medium Work:** Exerting between 20 and 50 pounds of force occasionally, or 10 to 25 pounds frequently, and/or greater than negligible to 10 pounds constantly to move objects. Incumbents may be subjected to fumes, dusts, extreme temperatures, intense noises and travel.

#### **APPLY**

To apply, please submit a resume, cover letter, contact information for three professional references, and supplemental questions to [info@ppbep.org](mailto:info@ppbep.org) by 11:59PM CT on Thursday, September 4, 2025. Please include "Outreach and Education Program Manager Position Application" in the subject line.