



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION: Environmental Sustainability Assistant Manager

ACCOUNTABILITY: Environmental Sustainability Manager

SUMMARY:

The Environmental Sustainability Assistant Manager (ESAM) will aid the Environmental Sustainability Manager (ESM) in serving as the bridge between the Museum of Discovery and Science (MODS) and the Everglades Foundation – strengthening the partnership. The ESAM will help oversee the Everglades EcoExplorers internship program. This internship is a year-long program designed to make Broward County high school students into Environmental Ambassadors that are capable of having a positive impact on their community. The ESAM will support the Museum's Pathways to Resilience Task Force which is helping the museum to become a leader in Sustainability/Resilience education in South Florida. The ESAM will also aid the ESM in implementing and managing sustainability initiatives in museum operations.

QUALIFICATIONS:

Bachelor's degree required in sustainability, environmental science, biology or related field and a minimum of 1 year's experience in a museum or educational setting. Demonstrated knowledge of industry recognized sustainability frameworks, such as the LEED rating system. Must have a strong understanding of the Everglades, South Florida ecosystems and coastal Resilience issues. Management experience preferred in the area of hiring, training, coaching, scheduling, and organizing, staff, and volunteers. Requires excellent interpersonal skills, written and verbal communication skills, and be self-motivated with innovative thinking skills. Must be able to stand and walk for extended periods of time and lift 50 lbs. Must be available to work weekdays, and some evenings and weekends.

RESPONSIBILITIES:

1. Assist the ESM in working with MODS, Everglades Foundation, Broward County Public Schools, and other community partners to develop and deliver sustainability/Resilience themed educational programs.
2. Assist in recruiting and managing 50 Broward high school students through the Everglades EcoExplorer Internship. Assist with recruiting and training a new group of students annually, growing the number of participating high school students.
3. Assist in training students to serve as environmental ambassadors, working with them to build their environmental knowledge and workforce readiness skills.
4. Work with educators in the Museum's *STEM Center for Education and Career Development* in collaboration with Everglades Foundation education team to develop and implement an educational, hands-on outreach program based on the award-winning *Everglades Literacy Program* and expand the impact of the program into Broward County schools, nonprofit agencies, and community sites for youth in grades K-8.
5. In consultation with Everglades Foundation Champion Schools Program Manager, assist the

ESM in the development and implementation of an outreach plan to recruit more Broward County Champion Schools. Assist with *Everglades Literacy Program* teacher training in Broward County.

6. Train and empower interns to deliver hands-on programming in the Museum's physical space as well as through the MODS STEMobile.
7. Inspire youth to become stewards of the environment, with a focus on the Everglades ecosystem, by assisting in project-based summer field experiences in the Everglades.
8. Assist with the planning of the Broward County Schools Youth Climate Summit and help to provide opportunities for *Everglades EcoExplorer* interns to take a lead role during the summit. The *Youth Climate Summit* is a platform for Broward middle and high school students to advocate for policy change, share their climate action plans and network with peers, elected officials and scientists working on sustainability issues. The *Summit* is held annually in collaboration with the Broward County Environmental Planning and Community Resilience Division and Broward County Public Schools.
9. Serve as a member of the Museum team that is implementing long term strategic planning around environmental sustainability addressing the issues most relevant to our South Florida community including sea level rise, flood risks and associated climate change issues.
10. Assist with the development of new exhibits, lectures, outreaches, and programs that inspire dialogue and innovative thinking among museum visitors and program participants that address the challenges of climate change.
11. Always represent the Museum's best interest both internally and externally.
12. Perform other duties as assigned.

COMPETENCIES:

1. Strong Written and Verbal Communication Skills, especially in public speaking to large groups of youth and adults.
2. Ability to clearly communicate between MODS and its community partners.
3. Knowledge of Sustainability and/or Resilience initiatives.
4. Self-motivated.
5. Managing and working within a budget.
6. Time Management.
7. Ability to work with little or no supervision.
8. Detail oriented and excellent organizational skills.
9. Excellent analytical, critical thinking, and problem-solving skills.
10. Ability to handle multiple projects simultaneously and independently.
11. Proven self-starter with demonstrated ability to make decisions.
12. Excellent relationship building, interpersonal and leadership skills.
13. Collaboration Skills.
14. Personal Effectiveness/Credibility.
15. Flexibility.
16. Technical Capacity.
17. Project Management.
18. First Aid, CPR and AED Certification within 90 days of start.

SUPERVISORY RESPONSIBILITY:

This position assists with the training, evaluation, and supervises STEM Teachers, educators,

interns, and volunteers.

WORK ENVIRONMENT:

This job operates in a fast-paced, non-formal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, salaried, exempt position, 40 – 45 hours per week. Days and hours of work will vary depending on program scheduling requirements. Must be primarily available weekdays and weekends; some evenings and holidays availability may be necessary.

TRAVEL:

There will be occasional local day travel and some overnight travel may be necessary for this position.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree required in sustainability, education, environmental science, biology or related field and a minimum of 1 years' experience in a museum or educational setting. Demonstrated knowledge of industry recognized sustainability frameworks, such as the LEED rating system.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have current class E driver license.