Position Summary
Lake Forest Open Lands Association (LFOLA) seeks a full-time Program Manager (PM) for the Center for Conservation Leadership (CCL). The Program Coordinator will develop, coordinate and deliver CCL’s environmental stewardship programming for high school students from communities throughout Lake County, IL. In addition to having primary responsibility for CCL operations, the PM will assist LFOLA’s Director of Education with community outreach programming for audiences that include children ages 5 to 15 years old, adults and families.

We are looking for a motivated, creative and energetic individual who is passionate about the environment and land conservation to help build community awareness and support for open space and native habitat through education programs. This position reports to the Director of Education and works closely with a team of three in the education group and thirteen employees in the organization. Our "classrooms" comprise several hundred beautifully preserved acres of prairies, wetlands, ravines and woodlands.

Programs
Founded 55 years ago, Lake Forest Open Lands has made education a cornerstone of our mission for the past 25 years; we expect that it will play an even more important role going forward. LFOLA provides educational programming in four areas: 1) the Center for Conservation Leadership; 2) field programs for Lake Forest schools; 3) community events for adults, families and groups; and 4) summer day camps.

Center for Conservation Leadership – CCL is a recognized initiative that empowers high school students from diverse backgrounds to be environmental leaders through environmental education, a residential summer experience, leadership training, mentored internships and a community service project. This multi-year program is designed for students who have an interest in the environment and want to learn how they can make a difference in their own communities.

Community events – LFOLA provides an active calendar of stand-alone events that collectively offer our resources to every member of the community. Examples include our monthly Conservation Cocktails series, Parent and Tot Free Play days, Story Time Adventures, family campfires, senior walks, birding outings, and interactive presentations by experts on a variety of topics relevant to our preserves.

School programs – Unique among land trusts, LFOLA has developed strong partnerships with local schools to ensure long-term student learning that fosters a solid understanding of conservation and the environment. School field trips are aligned directly with science curriculum, so students experience a hands-on extension of what
they are learning in their school classrooms. Last year alone LFOLA had over 1,700 educator-led student visits.

**Responsibilities include, but are not limited to:**

- Direct the preparation and delivery of all CCL programs.
- Develop, plan, evaluate, deliver and continually improve high quality environmental education in all CCL programs. This includes close collaboration with our partners who help deliver the programs.
- Work with current partners and develop new partners for the CCL program.
- Serve as the point of contact for CCL operations.
- Coordinate CCL student recruiting process.
- Work closely with students in the CCL program, guiding and mentoring stewardship projects.
- Recruit and train adult mentors; facilitate the Mentor program.
- Travel with the CCL students and programs.
- Supervise, train, and mentor seasonal instructors, volunteers, and other assigned personnel in specially designed, inquiry-based programs.
- Maintain detailed records
- Assist in developing and delivering seasonal adult and family events.
- Manage scheduling and other administrative components.
- Assist with the promotion and marketing of CCL programs. This includes recruiting presentations at schools and other off-site locations.
- Assist with and participate in major fundraising events and initiatives.
- Represent educational programs within the organization and to governing boards, partners and the community at large.

**Qualifications include:**

- Strong knowledge of the theory, practices and techniques of environmental education, as well as interpretation, outdoor skills, ecological concepts and land stewardship.
- Working knowledge of local flora and fauna.
- Creativity and innovative approach to program design.
- Bachelor’s Degree (Master’s Degree preferable) and at least 3 years of experience directly related to the fields of environmental education and interpretation.
- Supervisory and management experience, including budgeting.
- Demonstrated ability to establish a positive presence and rapport while engaging with a broad range of ages.
- Effective oral and written communication skills
- Strong presentation skills, and ease in presenting programs in formal, informal and outdoor settings.
- Positive, can-do attitude. Enjoys working with adults and teens. Thrives in a team atmosphere.
- Valid Illinois driver’s license, ability to drive employer vehicles.
- Flexibility and ability to work occasional extended hours, overnight or weekends.
- Ability to engage in extensive walking, standing, kneeling and lifting up to 50 lbs.
- Certification in CPR and first aid.

**Compensation and Benefits**
The position carries a competitive salary, commensurate with experience level, as well as health care and retirement savings programs. In addition to the benefits offered, the successful applicant will participate in leadership training and be welcomed into a strong community and broad network of conservationists and environmental educators.

**About the Organization**
Lake Forest Open Lands Association is an independently funded conservation and educational organization devoted to the acquisition and stewardship of our natural landscapes, and to ensuring all generations have a meaningful, lasting connection to nature and our land. This non-profit organization is supported completely by voluntary contributions, including membership dues and donations. Since its establishment in 1967, Lake Forest Open Lands Association has acquired, preserved, restored and maintained over 900 acres of local native landscapes including prairies, savannas, woodlands and wetlands for the benefit and enjoyment of the local communities. 12 miles of walking trails are open to the public year-round. Further information is available at www.LFOLA.org.

**Contact Information**
Qualified candidates should submit a cover letter and resume to jobs@LFOLA.org.