

Job Announcement: Learning Programs Specialist

This position is located at the Smithsonian's National Zoo and Smithsonian Conservation Biology Institute (NZCBI) and is part of the Center of Learning Innovation with a duty station based at the National Zoo in Washington, DC. The Center for Learning Innovation offers a variety of public programs conducted in person and virtually that seek to develop a passionate global community that celebrates their connection to nature, takes meaningful action to protect it, and inspires others to do the same. The incumbent will be responsible for working as part of a team to develop and facilitate education programs and resources for K-12 students, focusing on nationwide virtual programs, online learning materials and resources, and evaluation.

The purpose of the position is to:

1. Develop, coordinate, deliver, and evaluate educational programs (both virtual and in-person) and digital e-learning publications, and other resources that support students, teachers, and families.
2. Provide support for digital education outreach initiatives, including webcasts, videos, and other digital media for general Zoo visitors, students, and teachers (both local and national).
3. Deliver digital e-learning courses and in-person interpretive training for staff and volunteers.

The successful candidate for this position must be able to:

- Together with department directors and managers, lead a flexible and collaborative department that thrives on teamwork, innovation, inclusion, and mission-driven programming.
- Develop virtual programs and digital resources for teachers, students, and families nationwide, including distance learning programs, videos, Smithsonian Learning Lab collections, eLearning, and activities.
- Organize, coordinate, script, film, and edit short educational videos for K-5 students.
- Implement an evaluation plan that includes both quantitative and qualitative methods to measure progress and success against key metrics.
- Prepare data and statistics used to provide regular reports and analysis of NZCBI's education programs for a variety of stakeholders and organizations.
- Collaborate with departments across NZBI to create exciting and enriching learning experiences. Translate scientific information from scientists and animal care staff into audience appropriate programs and activities.
- Write, edit, and distribute digital communications, including NZCBI's educator newsletter.
- Ensure compliance with all federal and institutional policies and procedures associated with the Smithsonian Institution's protection of minors.
- Create inclusive and accessible programs and materials for all audiences.
- Understand and employ best practices in conservation messaging to connect Zoo audiences to conservation issues, threats, and solutions within education programs and content with the goal of encouraging action.
- Support the NZCBI's initiative to serve as leaders in conservation education by collaborating with educators across the Smithsonian and Association of Zoos and Aquariums, and partnering with external, mission-aligned organizations. Introduce current trends in education and conservation.
- Develop, conduct and assess volunteer interpreter training using a blended learning model comprised of eLearning courses and onsite workshops. Train volunteers in interpretive techniques and provide them with enriching tools and activities for engaging Zoo visitors.
- Support other departmental and organizational initiatives.

Job Requirements:

The successful candidate for this position will possess the following qualifications:

Education:

- Bachelor's degree in education, museum studies, science, or related field.
- Applicant may possess an appropriate combination of courses plus experience which provides knowledge comparable to that normally acquired through the successful completion of a 4-year course of study in education or in an appropriate subject field

Experience

- Minimum of two years' experience educating or training in a formal or informal environment, preferably in a zoo, aquarium, or museum setting
- Experience with distance learning, web-casting, or digital outreach
- Experience filming, editing, Computer proficiency in MS Office and Adobe Design suite
- Experience supervising and coordinating interns preferred
- Proficiency in creating both digital and print education materials
- Familiarity with inclusive and accessible program design and facilitation
- Familiarity reading and/or aligning lessons to Next Generation Science Standards
- Experience in interpretation and/or National Association for Interpretation certifications a plus
- Computer proficiency in Adobe design software, instructional design software, learning management systems, and/or digital evaluation tools preferred

Abilities/Skills

- Must feel comfortable and relate well to diverse populations (staff, students, community members, etc.) of all ages, as well as exhibit cultural sensitivity and people-skills
- High level of energy and enthusiasm, creativity, flexibility, and the ability to work in both indoor and outdoor settings
- Comfort speaking with the public both in-person and during live virtual programs with thousands of viewers
- Ability to understand and interpret scientific information
- Excellent organizational skills and the ability to prioritize tasks
- Ability to work both independently and as a member of a larger team
- Excellent written and oral communication skills
- Detail oriented, excellent organizational skills and the ability to prioritize tasks
- Demonstrated flexibility, problem solving and creativity
- Ability to set and meet project objectives, timelines, and budget
- Ability to organize and facilitate trainings and meetings
- Familiarity with creating accessible programs, trainings, and materials
- Ability to collect and analyze data for program evaluation purposes
- Customer service oriented with the ability to interact with staff, volunteers, and guests appropriately

This is a Trust funded position at the IS 09 pay scale, offered by the Smithsonian's National Zoo and Conservation Biology Institute. Position is eligible for part-time telework, subject to organizational and departmental availability, program needs, and individual work style.

To apply for this position, please email a cover letter, resume, and the contact information for at least two professional references to NZP-Education@si.edu by end of day on March 5, 2023.