



THEODORE PAYNE FOUNDATION

for Wild Flowers and Native Plants, Inc.

Education Manager

POSITION OBJECTIVES

Theodore Payne Foundation (TPF) is seeking an Education Manager to oversee and grow our Adult Education and K-12 programs. This position is rooted in our mission to inspire and educate Southern Californians about the beauty and ecological benefits of California native plant landscapes. Reporting to the Program Director, this position works closely with all departments across TPF as well as with outside partners, instructors, and organizations. *This is a full time, hourly position, with some evening and weekend work required (40 hours per week Tuesday - Saturday).*

DUTIES & RESPONSIBILITIES

- Manage a suite of core classes for adults offered on a quarterly basis.
- Research, design, and execute new adult classes in support of TPF's strategic goals.
- Forge lasting partnerships with outside instructors, institutions, and organizations representing diverse audiences across the region.
- Design and deliver classes, presentations, trainings, and programs as needed (virtual and in-person).
- Track and analyze enrollment data to determine annual class schedule.
- Administer class evaluations and implement findings.
- Serve as the primary representative for school inquiries.
- Assist teachers and school groups in planning, coordinating, and managing field trips to TPF.
- Develop informal educational programs for families and children relating to TPF's mission.
- Collaborate with Communications Director on marketing and promotional efforts.
- Assist Program Director of Programs with grant writing and reporting as needed.
- Provide administrative support to the Native Plant Landscaper Certification Program as needed.
- Train and supervise volunteers to assist in education programming.
- Manage and report budgets quarterly consistent with organizational needs and resources including grants.

KNOWLEDGE, SKILLS, & ABILITIES

- Bachelor's degree and two years' related experience or training in programming for public audiences, or an equivalent combination of education, training and experience required
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Capability to work independently and in a collaborative team environment
- Strong customer service experience required
- Database management experience required
- Excellent computer skills required

- Knowledge of native plant horticulture, botany, gardening, landscaping, and environmental justice preferred
- Teaching or educational administration experience preferred
- Fluency in Spanish highly desired.

BENEFITS

- Vacation/Sick/Holiday paid time off
- 401K
- Health and Dental Coverage
- Staff discount

Schedule: Fulltime, Tuesday-Saturday

TO APPLY

Send cover letter, resume, and references to jobs@theodorepayne.org with the subject heading of: **Education Manager**

THEODORE PAYNE FOUNDATION

The Theodore Payne Foundation is a non-profit nursery and educational organization that promotes the understanding and use of California native plants. Located on 22 acres of canyon land in the Sun Valley neighborhood of Los Angeles, TPF operates the regions largest California native plant retail nursery and seed store. In addition to its retail offerings, the TPF headquarters property maintains display gardens, production fields, natural areas, and indoor and outdoor classroom spaces. TPF offers a wide range of classes, events and outreach programs across the region, all focused on making the landscape of Southern California more sustainable and biodiverse. For more information, visit theodorepayne.org.

TPF is an Equal Opportunity Employer and all activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. TPF is also committed to compliance with all fair employment practices regarding citizenship and immigration status.