



Job Title: Adult Education Coordinator
Reports To: Education Manager
Hours: Up to 10 hours per week; weekend and evening hours as needed
Pay: Hourly
Posted: 9/18/18 - open until filled.

Job Description:

- This position will help coordinate the adult and family education and community outreach classes and events for the Friends of Boerner Botanical Gardens.

Responsibilities:

- Work under the direction of the Education Manager to plan and implement hands-on workshops, lectures, classes, tours, and other adult programs at Boerner Botanical Gardens.
- Contact speakers, assemble materials, set up audio visual equipment, and provide other logistical support for workshops, lectures, classes, and other programs.
- Be present during education programs to assist with registration and class arrangements. Prepare, distribute, and collect evaluation questionnaires for workshops, lectures, and other adult programming.
- Help maintain participant, instructor, and other program information in database.
- Work independently and with other staff in scheduling and arranging adult education opportunities.

Position Requirements:

- Bachelor's Degree required
- 5 years experience in nonprofit, adult education, or community outreach preferred
- Frequent weekend and occasional evening hours required, necessitating a flexible schedule.
- Computer skills required, experience with Microsoft Office programs, including Word and Excel
- Excellent communication skills, both writing and verbal.
- Strongly customer service oriented
- Team player
- Professional demeanor

To apply: Please send cover letter & resume to pvandermeuse@fbbg.org