



Position Title: Community Education Manager

Starting Salary Range: \$55,000–\$60,000 commensurate with experience and education

Position Status: Full Time, exempt

Posting Dates: May 4, 20206 - May 14, 2026

About Tip of the Mitt Watershed Council:

We are dedicated to protecting our lakes, streams, wetlands, and groundwater through respected advocacy, innovative education, technically sound water quality monitoring, thorough research, and restoration actions. We achieve our mission by empowering others and believe in the capacity to make a positive difference.

Core Values:

1. The belief in the beauty and integrity of the natural world.
2. Technically sound information and programs.
3. High integrity and honesty.
4. Innovation and creativity.
5. Optimistic belief in the capacity to change human behavior.
6. Persistence.

The Benefit of Working Here:

The Watershed Council's compensation philosophy is based on equity and transparency. Starting offers are determined by both the candidate's directly applicable experience and internal equity within the pay grade. As part of our total rewards package, we offer meaningful work, flexible work schedules, a pet-friendly office, benefits, promotional opportunities, and competitive compensation.

Our attractive benefits package includes medical, dental, and vision coverage for each employee in addition to life insurance, an annual paid wellness benefit, and a 403(b) retirement plan with employer contribution. Additionally, we operate with a discretionary paid time off system based on team equity and trust.

Position Summary:

The Community Education Manager reports to the Membership and Operations Director and is primarily responsible for a wide variety of tasks related to public education and bringing people closer to our mission and vision.

Key Responsibilities:

Community Engagement Program Management

- Coordinate and lead existing programs and implement Community Engagement Program plan.
- Develop and design new education programs, lesson plans, and learning experiences that advance community engagement goals.
- Cultivate and maintain collaborations and relationships with schools, tribal partners, agencies, and community partners to support collaborative initiatives.
- Elevate and grow the Community Engagement program to best reflect community and regional needs.
- Review state and national education standards on a regular basis to ensure that Tip of the Mitt Watershed Council's educational programs are relevant and useful to school partners.
- Monitor grant budgets, deliverables and collaborate across program staff as necessary for individual project management.
- Leadership of specific TOMWC community engagement opportunities such as:

High School Stream Monitoring Leadership

- Implement programs at high schools in the Watershed Council's service area through effective communication, program coordination, partnership creation and stewardship and broad outreach.
- Review/assess programs and lessons to ensure that they are effective and relevant to schools and students.

Watershed Discovery Center Management

- Create an operating plan for WDC that reflects Community Engagement program goals.
- Implement education programs in WDC, work with partners to develop a network of opportunities to utilize WDC.

Additional Engagement Opportunities

- Develop and implement education programs for Watershed Council projects or programs as needed.
- Lead the coordination for after-school programming and/or summer camps as opportunities arise.

Fundraising

- Work with Community Engagement and Fund Development team members to seek and secure federal, state, and local funds to support and leverage all program needs.
- Respond to funding opportunities through grant proposal development which supports sustainable education programs.

Shared Staff Responsibilities

- Attend staff and board meetings and participate in organizational and program planning and development.
- Participate in field work as needed across program areas.
- Be an active and engaged ambassador for the Watershed Council.
- Other duties as assigned.

Qualifications:

We seek a self-motivated professional with strong initiative, energy, and an independent work ethic who can balance strategic thinking with attention to operational details. This position is ideal for a dynamic nonprofit professional passionate about protecting Northern Michigan's water resources and connecting communities to the natural environment.

- Formal education, certifications, or experience related to Environmental Education, Conservation Biology, Water Resources or Ecology, or related fields.
- 3+ years of progressive experience in public educational programming, project management, nature interpretation or outdoor education, strategic partnership creation and planning.
- 2+ years of experience in a nonprofit organization is preferred.
- Demonstrated leadership experience with the ability to guide and support teams, including students, interns and volunteers.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent interpersonal skills and ability to work effectively with members, donors, volunteers, board members, staff, and partners.
- Strong attention to detail, well developed organizational skills, and ability to manage multiple tasks simultaneously.
- Commitment to the mission and values of the Watershed Council.

Work Location:

Position requires on-site work at our Petoskey, MI office with frequent travel throughout Northern Michigan. Some flexible work-from-home scheduling is available after successful completion of an onboarding process and probationary period.

To Apply:

Please send your resume and cover letter to apply@watershedcouncil.org with "Community Education Manager" in the subject line.

Tip of the Mitt Watershed Council shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. Candidates from traditionally underrepresented populations are encouraged to apply.