



---

**TITLE:** Education Manager

**SALARY:** \$65,000 to \$80,000 per year, commensurate with experience

**LOCATION:** This position is located in Arlington, MA with significant local travel to schools and opportunities to work from home

**JOB CLASSIFICATION:** Full-time, Exempt

**REPORTS TO:** Director of Communications and Development

**SUPERVISION RESPONSIBILITIES:** This position supervises ad-hoc consultants

### **ABOUT THE MYSTIC RIVER WATERSHED ASSOCIATION**

The Mystic River Watershed Association (MyRWA) was founded in 1972. Our vision is a vibrant, healthy, and resilient Mystic River watershed for the benefit of all our community members. To achieve this, MyRWA protects water quality, restores important habitats, builds climate resilience, transforms parks and paths, and inspires youth and community members. [Learn more.](#)

Our Mystic Greenways program creates and connects 25 miles of parks and paths along the Mystic River and its tributaries. Our education program engages over 2,000 youth and families in STEAM education focused on nature close to home. Hundreds of volunteers help us document and improve water quality, river herring, and urban heat islands, as well as help reduce trash and remove invasive weeds. Finally, MyRWA founded and co-leads the Resilient Mystic Collaborative, a watershed-wide partnership among cities and towns to protect people and places from climate change.

This is an exciting time to join a highly collaborative and dedicated [team](#). MyRWA has a staff of 19 team members, a dedicated Board of Directors, and an annual budget of more than \$5 million. We are deeply committed to incorporating racial equity and justice throughout our programs and operations. This commitment is at the heart of everything we do, inspiring us to create a more inclusive and just community.

## THE POSITION

As the Education Manager you will lead MyRWA's school and youth-based education programming throughout the watershed. Education content is linked to our current projects and is designed to connect to MA Science and Technology/Engineering topics students are already studying. You will refine curriculum and teach interactive content in the classroom, schoolyard, local greenspace, or virtually. As part of this, you will work with a handful of trained contract community educators and volunteers to expand capacity and effectiveness of the program. Like all our staff, you will collaborate with colleagues and provide hands-on support and weave in education within our community-based programs.

## WHAT YOU'LL GET TO DO

### **Develop and deliver educational presentations and hands-on STEM activities in both classroom and field settings (60%)**

- Maintain current contacts and expand school and community connections
- Partner with trained contract community educators and volunteers to support programming
- Schedule and organize all school program resources and logistics
- Update and create a curriculum that meets the needs of science standards and teachers, as well as links to watershed issues
- Host an annual week-long educational paddling program (Canoemobile) for partner schools in Somerville, Medford, and beyond
- Maintain records of programs and results

### **Engage in wider-watershed community events (30%)**

- Collaborate with youth program partners and MyRWA staff on stewardship opportunities
- Participate in community events to highlight the watershed—such as school district STEM nights, annual meeting, some tabling etc.
- Connect families to the local watershed through such opportunities as providing recreational maps, linking students to local parks and resources.
- Share out about MyRWA's education program via blog posts, for our annual report, and occasional presentations.

### **Envision educational programming (10%)**

- Educate yourself on MyRWA projects and initiatives through monthly check-ins with staff
- Participate in funding proposal development and reporting on existing grants-including yearly metrics for the education program.
- Serve as the thought-leader on place-based education at MyRWA
- Elevate youth voices within MyRWA communications

### **WHO WE'RE LOOKING FOR**

There are innumerable ways to learn, grow and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the qualifications and experiences listed below. If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway!

- Experience working with schools, including collaboration with teachers and science staff.
- Expertise in delivering education-based content and developing active and engaging curriculum both in the classroom and in the field.
- Some demonstrated experience supporting STEM and/or social justice initiatives within a community
- Ability to travel to program locations throughout our watershed (Arlington, Belmont, Burlington, Cambridge, Charlestown, Chelsea, East Boston, Everett, Lexington, Malden, Medford, Melrose, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, Woburn)
- Ability to work independently and as part of a team.
- Strong ethics and judgment in maintaining highly sensitive and confidential information.
- Proficiency with relevant office software systems such as Microsoft Office and virtual platforms.
- Preferably bilingual

## COMPENSATION

This is a full-time, exempt position based in Arlington, MA. The salary range for this role is \$65,000 to \$80,000 dependent on experience and skills. Our competitive benefits include,

- 80% coverage of health insurance premiums
- paid time off policy (15 days in your first year, 20 days in your second year)
- 12 paid holidays and 12 sick paid days per year
- immediate eligibility for participation in a 401k retirement plan with a 4% employer match
- Additional paid family and medical leave to supplement the Massachusetts Paid Family and Medical Leave

## LOCATION AND WORK EXPECTATIONS

We are a hands-on team and seek employees who are passionate about our work and service to our community. As an organization, we are currently working in a hybrid format with the general expectation for staff to be in the office 2 days per week. As this position does require frequent travel to schools and sites throughout the watershed; the number of days in the office can be more flexible.

Our office is located in the town center of Arlington, Massachusetts. Free street parking and bike parking is available next to our office, which is a 1-minute walk from the 77 and 79 bus lines on Massachusetts Avenue. This position is a total of 40 hours per week, with typical hours being Monday-Friday, 9 am to 5 pm. Staff members are expected to flex time appropriately.

## HOW TO APPLY

Please submit a resume and one page on why you'd be a good fit for the job to [jobopportunity@mysticriver.org](mailto:jobopportunity@mysticriver.org). All applicants will receive a response to their application.

MyRWA is committed to conducting an equitable, accessible assessment process. If you would like to request accommodation during the interview process, please note it in your email. Requests for accommodation will be handled confidentially.

Candidates who advance should expect to have an initial phone interview, followed by a virtual interview with the hiring manager, Michelle Liebetreu, Director of Communications and Development. A final interview will include opportunities to meet and engage with the MyWRA team more broadly. The expected start date for this position is Fall 2025.

### **EQUAL OPPORTUNITY EMPLOYER**

MYSTIC RIVER WATERSHED ASSOCIATION, INC. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. MYSTIC RIVER WATERSHED ASSOCIATION, INC.'s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.