



Youth Climate Program Manager

Full-time, benefited

Based at [The Wild Center](#), a natural history museum in New York's Adirondack Park, the [Youth Climate Program \(YCP\)](#) is a global initiative that empowers students to develop and implement climate action plans in their schools and communities. The YCP seeks a highly motivated and organized Youth Climate Program Manager to oversee youth programming, supervise staff, manage communications, and coordinate the Youth Climate Summit Network. The Youth Climate Program Manager will work closely with a design team working to open a major new climate change solutions exhibit at The Wild Center and related public programming in Summer 2022.

The Youth Climate Program works to embody the following values through all programming, resources and interactions: youth-driven, place-based, action-oriented, solutions-focused, hopeful and equitable.

Position Responsibilities

- Cultivate an inclusive, growth-oriented, creative and collaborative work environment
- Hire and supervise full time staff, fellows and interns with a focus on mentoring and staff development
- Support staff in planning and implementing youth programming, including the annual Adirondack Youth Climate Summit, Youth Climate Leadership Retreat and school outreach events
- Coordinate the Youth Climate Summit Network, including mentoring other summit locations, maintaining connections with summit sites, hosting monthly virtual meetings, and tracking summits
- Design and implement teacher professional development programming including our residential teacher institute as well as virtual offerings
- Support staff in program communications, including writing copy, reviewing and editing newsletters, social media posts, graphics, and other media
- Assist with grant writing, reporting, and tracking. Serve as the project manager for grant funded projects as assigned
- Lead educational programming for high school youth, teachers, and partner organizations as needed
- Support and advise museum staff on infusing climate change across museum operations. This may include working closely with the exhibit design team,

assisting with museum-wide climate change professional development and training, assisting with incorporating climate change into interpretive programs, regular operational areas and other needs as they arise

- Communicate and collaborate with a wide variety of partners, including youth leaders, state government, local government, museums, teachers, non-profit organizations, and community leaders from rural, urban, and international backgrounds.
- Approach all work with an unwavering focus on equity, diversity and inclusion

Qualifications

- Outstanding in-person and virtual communication and relational skills, with an emphasis on public speaking, facilitating educational experiences, and one-on-one conversations
- Confidence and efficiency with written communication, including editing, attention to detail, and writing for multiple digital platforms
- Ability to lead with the mindset of a mentor, guide, and convener
- Exceptional organizational, time management and project management skills
- Experience mentoring high school students with a focus on positive youth development
- Experience with program design and sustaining partnerships with diverse stakeholders and communities
- Has an understanding of and passion for topics central to the Youth Climate Program, including climate change solutions, positive youth development, intersectional environmental issues, systems thinking and dismantling systems of oppression
- Comfort with navigating complexity, balancing competing priorities and maintaining focus in a fast-paced work environment
- Confidence as an outward-facing representative of The Wild Center in various professional settings
- Policies - be prepared to adhere to all Wild Center policies including NYS Covid safety procedures and regulations. Covid 19 vaccination is required as a condition of employment.

Compensation & Benefits

- Pay range \$40-47,000 annually
- Comprehensive benefits package including medical, dental, supplemental and life insurance plans, health savings account, SIMPLE IRA retirement, employee assistance program

- Paid vacation, sick/personal time, and holidays
- Position is based in Tupper Lake, NY and is currently a combination of remote and on-site work. Flexible scheduling and remote work dependant upon organization and department needs
- The opportunity to work in a LEED certified state of the art facility on a 115 acre site on the Raquette River featuring over 50 species of live exhibit animals
- Professional networking opportunities with leaders in the climate education field
- The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community.

To Apply

Open our [YCP Manager Application](#) or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form. Address the following in your cover letter:

- Describe a time when you worked with a young leader or staff person to help them achieve a goal. What role did you play, and how might that experience translate to working with staff and young leaders at the Youth Climate Program?
- Describe a program you designed and implemented that you felt was successful and well-received by participants. What do you feel led to that program's success, and how might that apply to the Youth Climate Program?

Application deadline is October 18, 2021. The Wild Center is an Equal Opportunity Employer. We have a strong dedication to diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.