

Consultant, Parks as Places of Learning

The National Park Foundation (NPF) is currently recruiting for a contractor to serve as a key liaison for NPF with the National Park Service. The consultant will support the planning, development, and initial implementation of programs and activities that advance the education and engagement mission of the National Park Service through partner organizations, with an emphasis on coordinating and integrating across geographic locations. The consultant is expected to be onsite operating from an NPS office in Washington, DC at least 3 days/week and the NPF office up to 2 days/week. Consultant will receive guidance from NPS staff, but provide deliverables to the NPF Vice President, Programs and Partnerships. Consultant position is grant funded through January 2020 with possibility for extension. This temporary position is based in Washington, DC.

ESSENTIAL FUNCTIONS/DUTIES/TASKS

The consultant will be expected to carry out the below deliverables/tasks:

- All activities will be coordinated with an internal team that includes NPF, NPS, and other consultants.
- Support two pilot sites implementing local teacher networks; capture best practices and lessons learned; ensure progress is aligned with grant-funded timeline and deliverables.
- Work with NPF staff and consultants to identify and catalog model programs and partnerships.
- Assist with translating and promoting catalog of programs into a digital space and presentation.
- Assist with identification of program and partnership mentors from NPS staff, partner organizations, and schools that can be matched with mentee organizations.
- Coordinate activities related to mentorship and affinity group model programs, working with NPF Community Partnerships department.
- Identify conferences and forums to promote model programs, partnerships and mentors; may attend conferences to represent and/or coordinate efforts.
- Engage NPS Education staff in identifying and conducting a webinar for the field on a timely and relevant topics.
- Assist in brainstorming and implementing a communication strategy working with NPF consultants and NPF Communications team on any brand development efforts that elevate the education mission of the National Park Service.
- Assist with content gathering that will support media opportunities to tell the stories of national park learning.
- Assist with planning and coordination of joint meeting of NPS NCfive, NPLA, and NPF.
- Update and maintain master contact spreadsheet as new education stakeholders are identified.
- Attend and note take for quarterly standing meetings of National Park Learning Alliance.
- Assist with general communications and social media around NPS Education and NPF Education Partnerships.
- Prepare briefing documents about the Learning Alliance and National Park education and learning programs for staff and partners.
- Coordinate selection and facilitate junior ranger program engagement grants to parks. Organize communication to grantees.

- Apply a strategic approach to internal and external junior ranger website updates.
- Coordinate junior ranger communications and responses.
- Assist in organizing and coordinating a new NPS service wide Junior Ranger strategy. Coordinate steering committee meetings, facilitate NPF-NPS joint research projects, and contribute to interpretation standards around junior ranger.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelors degree required
- Experience with education and visitor engagement in a national-park, or other federal land, context
- Experience coordinating multiple stakeholders including non-profit partner organizations, federal staff, and others.
- Ability to communicate effectively by phone and use digital resources to advance project deliverables

PREFERRED EDUCATION AND EXPERIENCE

This position's preferred education and experience is in tools related to environmental education or the broader K-12 education field. Preferably, the candidate will have previous experience in a nonprofit or federal land managing agency.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

Essential functions are typically performed in an office setting with a low level of noise. This position requires the employee constantly operate a computer and other office productivity machinery (copy machine, printer) and to occasionally move about inside the office to access file cabinets, office machinery, etc. May occasionally have to travel and work outdoors in a national park setting.

TO APPLY

Please send resume and letter of interest documenting relevant experience and skills in executing on the essential functions to kchesson@nationalparks.org no later than May 31, 2019. We anticipate bringing on a consultant in June. For questions, contact Katherine Chesson at 202-796-3163.

National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.