



Position Announcement

Position: Education Program Coordinator

Classification: Full-time (40hrs/week), Salary

Position Summary:

Vermont Woodlands Association, a statewide nonprofit dedicated to promoting sustainable woodland stewardship, is seeking an Education Program Coordinator to lead and develop educational programs that empower and inspire landowners in caring for their woods.

This role will focus on building regional networks of woodland owners, creating new and innovative educational opportunities to advance woodland stewardship, and providing landowners with the knowledge and resources to manage their forests for long-term health and resilience. You will collaborate with landowners to inspire thoughtful, sustainable practices, and work to strengthen connections across Vermont's woodland community. You'll work alongside partners and the growing VWA team to strengthen and broaden the impact of forest stewardship across Vermont. Based out of our Montpelier office, this position is perfect for someone passionate about Vermont's forests and committed to advancing the cause of sustainable land management. You'll be a part of a collaborative, mission-driven team working to ensure that our educational programs make a real difference in the lives of landowners and the health of Vermont's woodlands.

Key Responsibilities

Program Development & Delivery

- Design and implement engaging, relevant educational programs for Vermont landowners, with a focus on stewardship, forest health, climate resilience, and sustainable land management.
- Translate complex forestry topics into accessible, actionable learning experiences.
- Coordinate logistics for workshops, webinars, field days, and other learning opportunities.
- Evaluate program outcomes and adjust approaches for greater effectiveness and engagement.

Landowner Engagement & Support

- Provide direct educational outreach and technical support to landowners, helping them understand and implement sustainable practices.
- Develop tools and resources (print and digital) to support landowner learning and decision-making.
- Foster a sense of community among landowners and members by creating opportunities for connection, peer learning, and shared stewardship experiences.

Collaboration & Communication

- Work closely with VWA staff, foresters, and partner organizations to align programming with larger organizational goals and funding opportunities.
- Represent VWA at events, in meetings, and with media when appropriate.
- Deliver ongoing communications with members and the public through e-news, the quarterly member newsletter, and social media channels.

Administration & Organizational Support

- Support the work of VWA's Education Committee through coordination and communication.
- Assist with grant writing and reporting, including tracking program impacts and ensuring timely submissions.
- Coordinate logistics and manage registration for educational programs, workshops, and public events.
- Provide administrative support for education and outreach activities to ensure smooth and effective program delivery.

Qualifications

- Demonstrated 3-5 years of experience in environmental education and outreach, adult learning, natural resources, or a related field.
- Strong program development and delivery skills, especially in landowner or community-based education.
- Knowledge of Vermont forests, forest stewardship practices, and current conservation issues.
- Excellent communication and interpersonal skills; able to connect with and motivate diverse audiences.
- Ability to work independently and collaboratively, including working on multiple projects, and meeting deadlines.
- Familiarity with grant-funded programming, including reporting and evaluation, is a plus.
- Bachelor's or master's degree in natural resources, education, forestry, wildlife, or related field preferred.

Additional Details

- This is a salaried, exempt position. Compensation will be based on experience and qualifications
- Occasional evening or weekend work and in-state travel will be required.
- We are a growing nonprofit organization that offers a team environment. Must be eager to contribute to a dynamic and evolving team environment. We're building something meaningful together, and a collaborative, growth-minded spirit is essential to our mission-driven work.

How to Apply

Applications will be reviewed starting May 23rd. Position will remain open until filled. Please send your cover letter, resume, and three references to Kate Forrer, Executive Director, at director@vermontwoodlands.org.