



Connecting people to the land since 1895

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Education Assistant: Full-Time Job Opportunity

We encourage you to apply for this job opportunity if you are interested in working...

- at a positive, mission-focused, non-profit conservation organization;
- with a team dedicated to getting people outdoors, conserving forests, parks and our statewide network of Blue-Blazed Hiking Trails; and
- as part of an organization dedicated to the principles of JEDI - Justice, Equity, Diversity and Inclusion.

Connecticut Forest & Park Association (CFPA) is a nonprofit passionate about protecting our state's forests, parks, trails, and open spaces, so that future generations can enjoy Connecticut's natural beauty as much as we do today. CFPA is a welcoming community dedicated to connecting people to the land, and we're committed to fostering a diverse and inclusive team. We believe that a variety of perspectives strengthens our mission and our impact.

Position Summary

CFPA is seeking an enthusiastic and proactive team player passionate about environmental education to help coordinate a variety of programs for audiences of all ages. These programs include school initiatives (Pre-K–12), teacher workshops, community and family events, and adult education offerings. Key programs include Project Learning Tree workshops for educators, as well as the Connecticut Master Woodland Manager and James L. Goodwin Master Naturalist programs.

As Education Assistant, you will work closely with the Education Director and partners to plan, organize, and implement educational experiences that engage diverse audiences across the state. Your work will help foster a deeper understanding of Connecticut's natural resources while promoting inclusivity, environmental stewardship, and lifelong learning.

Reports to: CFPA Education Director

Primary Responsibilities

- Develop, market, and facilitate state-wide educational programs for youth and adults on topics including forestry, wildlife, general recreation, and conservation.
- Serve as the program administrator for the nationally recognized Connecticut Master Woodland Manager (MWM) program.
- Maintain regular communication with program participants and instructors, ensuring all necessary information is shared.
- Collaborate with program partners to develop, schedule, and update program content.
- Track and maintain participant information, ensuring it is accurate and up-to-date.
- Prioritize inclusivity within all educational programs and practices, ensuring accessibility for diverse and underrepresented groups, including BIPOC and LGBTQIA+ audiences.
- Assist with grant reporting requirements related to education programming.
- Work closely with the Education Director to set long-term goals for adult education programming.
- Utilize various platforms—including websites, online learning platforms, social media, and other

marketing tools—to promote education programs.

- Attend evening and weekend programs or meetings as needed.
- Assist with other educational or organizational tasks as required.
- This is a **full-time (35 hours), hourly position** with health and dental benefits.

Preparation and Knowledge

- At least 3 years' experience working in the field of education, environmental science, forestry, or natural resources.
- Basic knowledge of natural history, ecology and forest management practices.
- Proven experience coordinating multiple long-term projects simultaneously.
- Ability to effectively communicate, both verbally and in writing, to a broad audience.
- Demonstrated organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Experience working with volunteers.
- Experience coordinating diverse partnerships and an appreciation of diverse viewpoints.
- Proven experience creating, teaching, and evaluating educational programs.
- Proficiency with online learning platforms (i.e. Blackboard), Microsoft suite, Google suite, Outlook, web-based program registration (Eventbrite), Canva, basic video editing, and webinar technology (i.e. Zoom).
- Proven ability to both work independently and as part of a team.

Benefits of Working with CFPA

At CFPA, we offer a welcoming and supportive work environment with a flexible schedule and excellent benefits. Our full-time team members enjoy a comprehensive health plan, paid vacation and holidays, and a retirement plan (at the completion of one year of service). This position pays a starting salary of \$21.97/hour (approximate equivalent to \$40,000/year) and can be adjusted based on experience.

CFPA is an equal opportunity and affirmative action employer. CFPA provides equal employment opportunity and prohibits discrimination against all employees and applicants for employment based upon race, color, sex, gender, religion, creed, national origin and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled Veteran, or any other legally protected status.

To Apply:

Please submit resume and cover letter in one .pdf document via email to emerow@ctwoodlands.org with the subject line reading "Education Assistant Position". Position is open until filled. No phone inquiries, please.

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Position posted January 8, 2025