



confluence

Reflect. Discover. Connect.

### **Confluence Seeks Education Program Manager**

Confluence is a community-supported nonprofit with the mission to connect people to the history, living cultures and ecology of the Columbia River system through Indigenous voices. We work through six public art landscapes, educational programs and community gatherings in collaboration with northwest tribes, communities and the celebrated artist Maya Lin.

Confluence seeks an energetic and collaborative Education Project Manager to work with our small and dedicated staff to help deliver and expand educational programming. This candidate must have the experience, knowledge and cultural understanding needed to work closely with Columbia River treaty tribes.

This position is located at the Confluence office at 1109 East 5th on the beautiful Fort Vancouver National Historic Site in Vancouver, Washington but office hours are flexible. This is an hourly position for 30 hours per week. Wages dependent on experience. Travel to our sites, partner schools and on field trips is required. We offer medical benefits through Kaiser Permanente and a 401(k) match. Confluence is an equal opportunity employer and we strongly encourage applicants of all backgrounds to apply.

For more information about us, please visit [ConfluenceProject.org](http://ConfluenceProject.org). To apply, please send a cover letter, resume and references to [info@confluenceproject.org](mailto:info@confluenceproject.org) with the words "Education Program Manager" in the subject line. We will begin reviewing applications as we receive them. The position will remain open until filled. Please apply by Friday, August 2, 2019.

**Job Title:** Education Program Manager

**Reports To:** Executive Director

**Job Description:** Responsible for managing and coordinating educational programming in schools and professional development workshops for teachers.

**Primary Responsibilities:**

Educational Programming:

- ❖ Coordinate a team of Indigenous artists and educators delivering programming in schools about the history, living cultures and ecology of the Columbia River
- ❖ Work with schools to arrange and develop Confluence education programming
- ❖ Coordinate and participate in field trips to Confluence sites and other culturally significant places along the Columbia River
- ❖ Manage and develop professional development workshops with educators to support tribes and districts delivering Native American curriculum requirements
- ❖ Develop project budgets, administer contracts and keep track of expenses in collaboration with finance team
- ❖ Prepare external and internal reports relating to programming
- ❖ Represent Confluence at regional and national education meetings
- ❖ Schedule, attend and document meetings with staff, board, educational team, and tribal partners
- ❖ Support and develop web content and printed materials to support educational programming
- ❖ Assist with grant application and documentation as needed
- ❖ Assist in other Confluence programming such as Confluence Story Gatherings, Road Trips, tours, and work parties as needed

**Requirements**

- ❖ Knowledge and experience working with Columbia River tribes
- ❖ Understanding of Traditional Ecological Knowledge, Native American history and cultural practices of Columbia River tribes
- ❖ Successful experience working in educational settings, especially with K-12 students
- ❖ Passion for educating people about Indigenous history, culture and ecological knowledge
- ❖ Experience managing educational programs
- ❖ Excellent time management skills, ability to multitask, prioritize work and make things happen
- ❖ Attention to detail and problem-solving skills
- ❖ Strong diplomatic and communication skills
- ❖ Computer literate
- ❖ Bachelor's degree or higher in education, Native American studies, cultural studies, environmental science or related fields