

# OCDE IS HIRING!

## COORDINATOR INSIDE THE OUTDOORS

### EDUCATIONAL SERVICES DIVISION

The mission of the Orange County Department of Education (OCDE) is to ensure that all students are equipped with the competencies they need to thrive in the 21st century. OCDE is a public education organization offering support services to 28 school districts and more than 600 schools and 20,000 educators serving over 500,000 students in Orange County. Our vision is that Orange County students will lead the nation in college and career readiness and success. We play a supportive role in the fulfillment of this vision in collaboration with educators at all levels of student development and in partnership with families, businesses, and community organizations.



## Join the team



**LEARN** more about OCDE and the Inside the Outdoors Unit by clicking [HERE](#).



**EXPLORE** how the Coordinator-Inside the Outdoors, role functions and contributes to the education community by clicking [HERE](#).



**APPLY** for Coordinator-Inside the Outdoors and submit your online application by clicking [HERE](#).

## Compensation & Benefits

- Classified Management, Range 30, 225 Days
- \$9,786 - \$11,922
- 13 paid holidays annually
- 12 sick days annually
- 22 vacation days annually
- Generous health benefits including medical, dental, and vision insurance for employee and dependants (annual value up to \$47,578)
- Employee plus employer contribution into CA Public Employees' Retirement System (CalPERS) or CA State Teachers' Retirement System (CalSTRS)

OCDE's Inside the Outdoors is a unique and hands-on environmental education program serving local Southern California students and families. As a team, our goal is to collectively empower the next generation of environmentally-literate citizens through our [Field Trips](#), [Traveling Scientist](#), and [Community Programs](#). The curriculum created for our programs support current California academic standards and allows students to interact with these concepts in a real world setting. Inside the Outdoors has been a leader in hands-on science and social science programs since 1974.

We are looking for a talented leader to serve as [Coordinator-Inside the Outdoors](#) that will supervise, assign, review, and participate in the work of staff responsible for providing education and partnerships services for Inside the Outdoors within the Educational Services Unit; perform a variety of technical tasks relative to the assigned area of responsibility and provide assistance to higher level management staff.

### MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree from an accredited college or university with major course work in fundraising, non-profit management, business development, environmental education, or related field.
- Five (5) years of successful experience in a nonprofit fund development program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and deliver training workshops related to environmental literacy for county school districts and in-house personnel; implement the latest trends in environmental literacy into workshops and adapt program to meet changing needs.
- Represent Orange County Department of Education and Inside the Outdoors at a variety of meetings and activities involving statewide efforts on environmental literacy.
- Coordinate strategic planning for Inside the Outdoors Foundation (ITOF) fund development committees.
- Develop and coordinate collaborative partnerships with OCDE and business partners to design programs that meet partners' goals.
- Plan, prioritize, assign, supervise, and review the work of staff for providing education, development, and fundraising services.
- Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.

Orange County Department of Education  
Al Mijares, Ph.D., County Superintendent of Schools

**OCDE Newsroom**  
EDUCATION NEWS FROM ORANGE COUNTY AND BEYOND

