



## Job Opening: Education Program Manager

The Erie Canalway Heritage Fund, Inc. (the nonprofit partner of the Erie Canalway National Heritage Corridor) seeks to hire a full-time **Education Program Manager** to:

1. Manage the development and delivery of historic, cultural, environmental, and social studies programs that are delivered through partnerships with museums, historic and cultural sites and regional NPS units. The New York State Canal Corporation is a core partner in Erie Canalway's educational initiatives.
2. Develop and manage informal STEM based initiatives for a non-traditional learning audience.
3. Provide support, technical assistance, and coordination to education and related partners.
4. Support securing of programmatic resources through grant writing and related development efforts.

### Duties and Responsibilities

- Coordinate, develop and manage all aspects of a new partner-based informal STEM (Science, Technology, Engineering, & Math) Program initiative
- Manage and maintain all aspects of the Erie Canalway *Partner Program* (<https://eriecanalway.org/get-involved/partner-program>)
- Manage and maintain day-to-day aspects of the Erie Canalway's *Ticket to Ride* and *Every Kid Outdoors* programs, (<https://eriecanalway.org/learn/teachers>)
- Develop, in partnership with other organizations, new canal-focused educational content in-line with current state and federal teaching standards, National Park Service-type deliverables, and science-based learning modules. Includes both virtual and in-person approaches
- Develop and manage the potential for a digital "clearing house" of canal-centric historic, education, and archival resources
- As needed, provide support to projects managed by other staff
- Assist with partnerships and relationship management
- Assist with identifying and securing resources to launch, maintain or expand existing Erie Canalway programs and projects
- Represent organization at events, meetings and other functions throughout the Corridor
- Perform a variety of regular, and as-needed, administrative functions, including database management, work planning and budgeting

This position will report to the Assistant Director.

## Qualifications and Requirements

The Education Program Manager will support Erie Canalway's mission by implementing a variety of informal educational experiences that advance the goals and strategies of the Erie Canalway's Preservation & Management Plan. Applicants must demonstrate that they can be highly effective engaging a vast network of external partners. The successful applicant must have excellent administrative, organizational, written and verbal communication skills and clearly demonstrate the ability to work effectively with an organizational team.

The Education Program Manager will work closely with the Assistant Director to ensure programs are meeting the strategic educational goals of Erie Canalway.

S/he must be flexible and able to multi-task in a fast-paced environment. In addition, s/he must demonstrate:

- A clear background in non-traditional educational content and programs within the informal STEM, social, cultural and arts fields. STEM program development and distance learning experience is strongly preferred
- Strong commitment to preserving and promoting the extraordinary historic, cultural, natural and recreational resources of the Erie Canalway National Heritage Corridor (familiarity with the Corridor and its resources preferred)
- Experience developing 360-degree virtual tours, distance learning, and other technology-based approaches. Experience in informal learning environments are strongly desired but not required
- Proven program or project management experience within private or public sectors (nonprofit organization and grant writing experience preferred)
- An ability to work directly and effectively within a diverse range of federal, state, and local partners to develop and implement Erie Canalway initiatives
- Bachelor's degree required (Master's degree preferred). A teaching certificate is not required.
- Willingness to travel, as appropriate, for meetings, trainings, programs and events

### About the Erie Canalway National Heritage Corridor

The Erie Canalway National Heritage Corridor (and its nonprofit Erie Canalway Heritage Fund, Inc.) collaborates with residents, communities and organizations to preserve and interpret the nationally significant heritage of New York's canal system, provide world-class recreational opportunities, foster economic revitalization, and improve quality of life within a 524-mile long Corridor. The Corridor includes more than 3.2 million people and more than 230 communities that border the present-day New York State Canal System and its historic alignments. Visit [www.eriecanalway.org](http://www.eriecanalway.org) for background information and to learn more about current activities.

### Location

The position will be located at the organizational headquarters in Waterford, New York, in Peebles Island State Park, at the confluence of the Hudson and Mohawk Rivers. The region offers a wonderful quality of life rich in recreational, historic, and cultural amenities. Like other offices, Erie Canalway will continue to monitor, assess and adjust to the COVID-19 pandemic.

### Compensation

This full-time position includes a competitive salary and benefits package. The **employee will be hired through the Erie Canalway Heritage Fund, Inc.** (a not-for-profit corporation). Erie Canalway Heritage Fund, Inc. is an equal opportunity employer. Alternatively, Erie Canalway may consider a contractual relationship with qualified individuals (as a subcontractor, not as an employee).

**To Apply** qualified candidates should send a resume and a thoughtful cover letter by *Friday, April 9, 2021* to:

**Re: Education Program Manager  
Erie Canalway Heritage Fund, Inc.  
PO Box 219  
Waterford, NY 12188**  
Or by email to:  
**Andy\_Kitzmann@partner.nps.gov**