



Job Title: Education Program Manager

About the Organization

Sankofa Community Development Corporation engages in community-driven planning and implementation of systems that support the creation of a local environment with positive health outcomes for all. Through our infrastructure projects and community programs, we promote equitable access to resources to collectively build healthier communities for present and future generations.

About the Position

Sankofa CDC is seeking a full-time Education Programs Manager to lead, coordinate, and strengthen the organization's educational programming across all sites. This position oversees school partnerships, field trips, educational events, volunteer engagement, internships, and place-based learning experiences at the Wetland Park, Community Gardens, and Fresh Start Market.

The Education Programs Manager is responsible for planning and managing educational programming that connects participants of all ages to environmental stewardship, food systems, community health, and sustainability while ensuring programs are engaging, organized, and aligned with Sankofa CDC's mission.

Duties and Responsibilities

Program Management

- Lead the planning, coordination, implementation, and evaluation of Sankofa CDC's educational programming.
- Develop seasonal and annual program calendars.
- Coordinate educational activities across the Wetland Park, Community Gardens, Fresh Start Market, and other community sites.
- Manage program logistics, schedules, materials, and supplies.
- Coordinate consultants, instructors, and community partners involved in educational programming.

School & Community Partnerships

- Serve as the primary point of contact for schools, educators, and community organizations.
- Coordinate K–12 field trips, educational tours, and hands-on learning experiences.
- Build and maintain relationships with schools and partner organizations.
- Expand educational opportunities through community partnerships.

Volunteer & Internship Coordination

- Recruit, coordinate, and support volunteers participating in educational programming.
- Oversee internship and youth workforce development opportunities.
- Coordinate student service-learning and career exploration experiences.

Environmental & Community Education

- Coordinate educational programming focused on environmental stewardship, wetlands, food systems, sustainability, and community health.
- Work collaboratively with subject matter experts to deliver engaging place-based learning experiences.
- Support Kids in the Kitchen programming and other health-centered educational initiatives at Fresh Start Market.

Program Evaluation & Administration

- Track program participation and outcomes.
- Collect and maintain program data and documentation.
- Assist with grant reporting and evaluation requirements.
- Prepare reports and summaries related to educational programming.
- Ensure educational programming aligns with organizational goals and community needs.

Qualifications

- Bachelor's degree in education, nonprofit management, environmental science, public health, recreation, community development, or a related field preferred.
- Experience managing educational, youth development, community engagement, environmental education, or nonprofit programs.
- Experience coordinating partnerships, volunteers, or community-based initiatives.
- Strong organizational, project management, and communication skills.
- Ability to manage multiple projects and priorities simultaneously.
- Comfortable working in outdoor, community-based, and hands-on learning

environments.

- Passion for community engagement, environmental education, and equitable access to educational opportunities.

Job Type

- Full-Time

Pay

- \$60,000–\$70,000

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekends as needed, Second Saturdays mandatory

Please send all inquiries and resumes to apply@sankofanola.org