

FAIRCHILD TROPICAL BOTANIC GARDEN

Exploring, Explaining and Conserving the World of Tropical Plants

MAGNET SCHOOL PROGRAM COORDINATOR JOB POSTING

Fairchild Tropical Botanic Garden, in Coral Gables, Florida is seeking a talented and motivated individual to coordinate Fairchild's botany magnet high school program, in partnership with Miami-Dade County Public School's, [BioTECH @Richmond Heights](#)

In recent years, Fairchild has developed robust, off-site school programs to prepare local students for careers in plant science. The new [BioTech @Richmond Magnet High School](#) includes a specialized botany curriculum and works closely with Fairchild's award-winning environmental science program, the [Fairchild Challenge](#). Together they bring plant research into classrooms throughout South Florida. The Challenge and BioTECH programs are linked with Fairchild's major science initiatives, including the [Million Orchid Project](#) and the [Growing Beyond Earth](#) partnership with NASA.

The **Magnet School Program Coordinator** oversees all aspects of the BioTECH Magnet School program at Fairchild including: developing and implementing standards based curriculum; creating and coordinating opportunities for students to facilitate public programs at the Garden during weekends and school breaks; offering regular teacher professional development workshops for BioTECH teachers; and coordinating the BioTECH High School Summer Internship program.

POSITION REQUIREMENTS:

- BA in Biology, Environmental Science, Secondary Science Education or related fields; MS Preferred
- College level coursework in botany
- Minimum of three years formal or informal teaching experience
- Experience recruiting and managing volunteers
- Grant writing experience
- Effective communication skills and experience speaking to diverse groups of people
- Team player with a positive, can-do attitude who is flexible, proactive and can anticipate and troubleshoot program details
- Creative, organized, efficient and detail orientated, with a strong work ethic

WORK SCHEDULE:

- Tuesday through Saturday
- 8:00 am – 4:30 pm
- Some Sundays and Mondays as needed

Ongoing Responsibilities:

- Curriculum Development and Implementation

- Develop and implement curriculum in partnership with Fairchild's Education, Conservation and Research departments, M-DCPS, Zoo Miami, and the U.S. Department of Education.
 - Create, coordinate and facilitate pertinent field and lab experiences pertaining to Fairchild's plant collections.
 - Implement and facilitate opportunities for students to actively contribute to Fairchild's on-going reach projects including: The Million Orchid Project and Growing Beyond Earth
 - Coordinate and train both teachers and students for on-site conservation research projects at the BioTECH Richmond campus including Fairchild's Million Orchid Project and its lab
- Informal Weekend Programming
 - Develop and implement weekend volunteer program for BioTECH student to activity engage Fairchild's visitors with ongoing research and conservation initiatives
 - Work with Fairchild's Volunteer Services to develop and train Biotech student volunteers.
 - Manage student volunteers for Garden-wide special events
- Teacher Professional Development
 - Schedule, develop and implement teacher professional development workshops as they pertain to Fairchild's mission and BioTECH's needs.
- Summer HS Internship Program
 - Work with The Fairchild Challenge team to develop and implement a summer internship program for students enrolled in the program.
- Other tasks as determined by the Director of Education

This position reports to the Director of Education. Salary is commensurate with experience. Please submit a cover letter, resume, and contact information for three references to Marilyn Caputo, Education Program Assistant, at mcaputo@fairchildgarden.org. Fairchild Tropical Botanic Garden is an Equal Opportunity Employer and in compliance with ADA/Drug-free Workplace.