



Texas Children in Nature Network Temporary Part-Time Education Events Coordinator

www.texaschildreninnature.org

Job Title: Temporary Part-Time Education Events Coordinator

Location: Virtual – Must be in Texas

Hire will be required to attend our Annual Summit in Bryan-College Station the week of December 1st, Monday-Friday. Travel costs will be covered as part of the position.

Hours: 25-30 hours per week

Contract 1099 employee

Initial Term: approx. 9/1/2025 through 12/31/2025

Pay Rate: \$30/hr

Texas Children in Nature Network (TCiNN) is working to *ensure equitable access and connection to nature for all children in Texas*. We are a large network of organizations across Texas that includes educators, health care providers, nature, and conservation professionals to get more kids out into nature more often.

TCiNN is looking for a part-time Education Events Coordinator to work 20-30/week. They will work with our Executive Director to support the work of TCiNN, including planning, programming, and logistics and for our Annual Summit. This is a work-from-home position, with regular check-ins with other TCiNN Staff, Board Members, Partners, and others either via technology or in person. *Hire will be required to attend our Annual Summit in Bryan-College Station the week of December 1st, Monday-Friday. Travel costs will be covered as part of the position.*

Education Events Coordinator Job Responsibilities:

Annual Summit:

- Arrange Summit logistics
- Assist with Summit registration

- Facilitate workshop planning meetings, logistics, and communication with workshop presenters
- Assist with Summit Planning Committee and Subcommittee meetings
- Communicate with keynote speakers, presenters, attendees, and vendors
- Determine volunteer needs and coordinate volunteers
- Assist with the purchase of TCiNN materials and distribution to partners

Deliverables:

- Detailed project schedule, project task tracking, core team meeting summaries.
- Sharing of partner resources

Education and Experience Requirements:

- Bachelor's Degree
- Familiarity with the Children & Nature movement in Texas
- Experience facilitating meetings
- Knowledge of children in nature issues and movement

How to apply: email resume to scoles@texaschildreninnature.org