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**EDUCATION OFFICER – FRIENDS OF NAIROBI ARBORETUM (FONA)**

Friends of Nairobi arboretum is a community forest association under Kenya Forest Service working together with them to protect and improve the Nairobi Arboretum for all.

We would like to advertise a vacancy for the position of Environmental Education officer as outlined below:

Requirements:

* Diploma or bachelors degree in Natural resource management or Environmental education and related courses.
* Good interpersonal, communications and writing skills
* Computer literacy and basic book keeping skills
* Good presentation skills
* Ability to work with a diversity of people

The duties will include:

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| 1. Design specific arboretum education programmes and ensure their timely and effective implementation. |
| 1. Develop educational and promotional materials like trails, activity sheets, brochures, teaching materials, etc relevant to the needs of visiting (primary and secondary) schools. |
| 1. Compile relevant Environmental Education information and develop short and interesting talks focusing on Arboretum as field education site |
| 1. Handle the booking and coordinate all visiting students and other groups to the arboretum and work under pressure from unplanned visits. |
| 1. Deal with all enquiries related to education at the Arboretum 2. Run payment system for visiting schools as an income generating activity for FONA |
| 1. Establish a database of educational institutions and other organizations 2. Prioritize schools based on their likelihood to visit Arboretum either for leisure or educational purposes based on their annual programmes and past activities |
| 1. Organise and coordinate compost courses in Nairobi Arboretum |
| 1. Organise and run periodical training of trainers courses 2. Work with FONA committee and other staff to produce and distribute *Treenews* (newsletter) 3. Update FONA website and social media sites regularly 4. Organise and co-ordinate FONA members’ talk and video programmes 5. Develop and implement mechanisms for regular feedback from members |
| 1. Assist in the continuation of plant labelling in the Arboretum. |
| 1. Assist in FONA fundraising and public awareness activities |
| 1. FONA-logoDevelop and maintain register of present and potential donors and up-date this regularly making use of resources available at Nature Kenya and others sources. |
| 1. Co-ordinate FONA publicity and marketing activities especially in production of posters, brochures and other publicity materials 2. Assist in organising FONA public awareness events in Arboretum. 3. Familiarise with KFS Act and in particular forest rules and regulations, CFA operations and other sections that are relevant to Arboretum. 4. Maintain an accurate record of books, videos, slides, photographs and reference materials in the office 5. Ensure that FONA’s records and files are properly maintained, and in particular ensure that all computer records are adequately secured and backed up. 6. Work with the committee members, in recruitment drives and other marketing opportunities |
| 1. Prepare and submit regular project report to FONA and donors as required. |
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