



nature forward

Connecting people and nature in the Capital Region

Join a team that delivers a wide variety of inclusive programming to a diverse community of nature lovers and environmental stewards! Nature Forward seeks an Education Administration Coordinator to manage registration, payment processes and data tracking for all Nature Forward programs. Our programs range from a nature preschool to a popular summer camp, from field trips for adults and school groups to an international travel program. The successful candidate will be detail-oriented with strong organizational skills experienced in customer service and database management. They will have the skills and acumen to independently manage and complete multiple assignments on time and with minimal oversight. The incumbent will have strong customer service skills and the ability to effectively build trusted relationships with constituents across a wide range of demographics and backgrounds. Located at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD, the Nature Forward work atmosphere is friendly and flexible.

Job Title: Education Administrative Coordinator

Salary Range: \$53,000-\$57,000

Position type and expected hours of work: Full-time. Monday through Friday.

Location: Hybrid (Woodend and Remote)

For best consideration apply by: 10/12/26

To Apply: Send a **resume** and **cover letter** by email to eesearch@natureforward.org with the subject line "Application for EE Administrative Coordinator"

Position Summary: The Education Administrative Coordinator manages registration and payment processes for all Nature Forward programs and supports all marketing, data tracking and client management for environmental education (EE) programs. Environmental education programs at Nature Forward include a licensed preschool, camp programs, school field trips, private birthday parties, adult classes and field trips, international nature travel and volunteer programs.

Essential Duties and Responsibilities

- Manage registration processes for all Nature Forward programs
- Serve as internal expert for Active/CCM registration platform and manage relationship with platform vendor
- Manage payments for all environmental education programs across platforms
- Track revenue and participation for EE programs

- Collaborate with Development on constituent data
- Collaborate with Communications Dept on publications and web site content for EE programs
- Serve as contact for EE program participants including answering questions and handling confirmations, surveys, forms and waivers
- Assist with contract program leader communication including sending class lists
- Collaborate with travel partners on administration of international nature travel program
- Manage file storage for EE licenses, permits and other key documents

Qualifications/Requirements

- 2+ years of administrative experience
- Attention to detail
- Ability to multitask and anticipate needs of program managers and the organization
- Excellent problem solving skills
- Initiative to implement process improvements and increase efficiencies
- High level of customer service
- Facility with IT systems including web page editing and event ticketing systems
- Familiarity with WordPress and Active/CCM preferred

Physical Requirements

- Ability to climb stairs to access offices
- Ability to lift 20 pounds

Benefits

- Health care
- Life insurance
- Accidental death & dismemberment insurance
- Long-term disability insurance
- Medical & dependent care flexible spending accounts
- 403(b) retirement plan
- Approximately 15 organizational holidays annually
- Vacation and sick leave based on length of service
- For full details, refer to Employee Handbook, Chapter 4, Benefits and Insurance Coverage.

Disclaimer: This is not a comprehensive listing of activities or responsibilities.

Department: Environmental Education

Supervisor: Director of Education

Location: Woodend

FLSA Status: Exempt