

POSITION DESCRIPTION

Title:	Wildlife Education Assistant
FLSA Status:	Full-Time/Temporary/Non-Exempt Position
Reports to:	Nebraska Wildlife Education Coordinator
Location:	Scottsbluff, Nebraska
Salary:	\$12 per hour
Duration:	August 5, 2019 - May 8, 2020 (9 months)

About the Organization:

Bird Conservancy of the Rockies conserves birds and their habitats through an integrated approach of science, education and stewardship. Our work extends from the Rockies to the Great Plains, Mexico and beyond. Our mission is advanced through sound science, achieved through empowering people, realized through stewardship and sustained through cross-border collaborations. We monitor and identify population trends, research habitat needs, engage landowners and managers in wildlife and habitat stewardship, and inspire audiences of all ages to be better stewards of the land. Together, we are improving native bird populations, the land, and the lives of people. Learn more about our work and programs at our website: www.birdconservancy.org

Overview:

Bird Conservancy of the Rockies, in partnership with Nebraska Game & Parks Commission (NGPC), has outlined conservation and educational activities that will inform and educate students, teachers, landowners, and resource professionals about the shortgrass prairie and ponderosa pine ecosystems of western Nebraska. We work with a diversity of partners including organizations at the state, federal, and nonprofit level and private landowners. Bird Conservancy of the Rockies is looking for a motivated, dynamic education assistant who will effectively bring wildlife conservation topics to a variety of audiences.

Essential Job Duties and Responsibilities:

- Assisting with implementation and coordination of educational programs, including classroom presentations, field trips, outreach events, after school programs, citizen science events, and partner events.
- Assisting with development/expansion of educational programs and materials.
- Be responsible for organizing registrations and program and inventory data.
- Assisting with general educational project day-to-day operations.
- Assisting with development of reports for various projects and grants.
- Other duties as assigned.

Knowledge, Skills and Abilities Required (unless otherwise noted):

- Bachelor's degree in natural resources, life sciences, environmental interpretation, or education (or equivalent experience). Preference will be given to applicants with prior environmental education experience. Background in shortgrass prairie wildlife ecology and/or birds preferred.
- Ability to communicate with clarity and conciseness to individuals and groups; convey respect, assistance, and resourcefulness, in a friendly manner.
- Responsible, creative, relatable, enthusiastic, flexible, self-motivated, and resourceful team player.
- Attention to detail, excellent time-management and organizational skills, sound judgment under pressure.
- The ability to carry out duties and directives independently under limited supervision

- A valid U.S. driver's license and personal transportation. Must be willing to travel to program sites in western Nebraska. NGPC vehicle provided but some use of personal vehicle may be required.
- Ability to lift 40 lbs, stand and walk for extended periods of time.
- Ability to communicate (speak, read, write) in Spanish preferred (but not required).

To Apply:

Please send cover letter, resume, and three professional references to Chaley Jensen, Nebraska Wildlife Education Coordinator, at chaley.jensen@birdconservancy.org.

Applications accepted until **June 7, 2019**. Applications will be reviewed on a rolling basis.