



## POSITION DESCRIPTION

<b>Title:</b>	Wildlife Education Assistant
<b>FLSA Status:</b>	Full-Time/Temporary/Exempt Position
<b>Reports to:</b>	Nebraska Wildlife Education Coordinator
<b>Location:</b>	Scottsbluff, Nebraska
<b>Salary:</b>	\$12 per hour
<b>Duration:</b>	August 19, 2019 - May 15, 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](http://www.birdconservancy.org)

### **Job Duties and Responsibilities:**

#### **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.

#### **Duties of the Wildlife Education Assistant include, but are not limited to:**

- Assisting with implementation 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.
- Dissemination of Bird Conservancy/NGPC's conservation messages.
- Coordinating with partners on education projects as needed.
- Organizing education schedule as needed.

#### **REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES**

- Undergraduate degree in environmental education or environmental studies or related degree, with an emphasis in education, environmental science, ornithology, wildlife/ecosystem conservation, or related fields. Preference will be given to applicants with prior environmental education experience. Background in shortgrass prairie wildlife ecology and/or birds preferred.
- Public speaking skills and the ability to work with people of all ages

- Excellent written and verbal communication skills including the ability to communicate through multiple media formats (print, TV, radio, Internet, public events, social media, etc.)
- Experience and demonstrated proficiency using Microsoft Excel, Word, and Publisher, Adobe products, and Google Suite
- Responsible, creative, relatable, enthusiastic, flexible, self-motivated, and resourceful team player
- The ability to multi-task, prioritize, and display excellent time management skills
- 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](mailto:chaley.jensen@birdconservancy.org).

Applications will be reviewed on a rolling basis.