

## POSITION DESCRIPTION

<b>Title:</b>	Wildlife Education Assistant
<b>FLSA Status:</b>	Full-Time/Temporary/Non 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 9, 2021 – May 27, 2022

### **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)

### **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 of educational programs, including classroom presentations, field trips, outreach events, after school programs, community science events, partner events and virtual programs.
- Assisting with development/expansion of educational programs and materials.
- Assisting with organizing registrations, 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.

### **Knowledge, Skills and Experience:**

- 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 preferred. 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
- 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 lead hikes on various terrain in outdoor settings
- Ability to communicate (speak, read, write) in Spanish preferred

**Equal Opportunity Employer:**

Bird Conservancy of the Rockies is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor. Nothing in this job description shall create or is intended to create, or shall be construed to constitute a contract of employment, express or implied. Employees are held accountable for all duties of this job.**

**To Apply:**

Please send cover letter, resume, and three professional references to [delanie.bruce@birdconservancy.org](mailto:delanie.bruce@birdconservancy.org). For questions, please contact Delanie Bruce, Nebraska Wildlife Education Coordinator at [delanie.bruce@birdconservancy.org](mailto:delanie.bruce@birdconservancy.org).

Applications accepted until **July 9, 2021**. Applications will be reviewed on a rolling basis.