



POSITION: EDUCATION AND OUTREACH ASSISTANT
PART TIME COMMITMENT approx. 20 hours/week

POSITION TITLE: Education and Outreach Assistant

REPORTS TO: Moran Henn, Executive Director (moran@willowbendcenter.org)

LOCATION: Willow Bend Center (703 E. Sawmill Road, Flagstaff)

ORGANIZATION DESCRIPTION:

Willow Bend Environmental Education Center is committed to place-based environmental education that fosters an ethic of stewardship and responsibility by deepening people's understanding of and connections to nature. As we educate children and adults about the local environment and the impacts of our daily consumer choices we look to the future with hope. In all of our programs, we strive to build the kind of world - socially, environmentally, and economically that we want to live in, and which we want our children to inherit. Willow Bend leads by example with our passive-solar strawbale-construction education center, low-water native gardens, on-demand hot water heater, photovoltaic system, composting, and energy efficient lighting.

Willow Bend serves nearly 20,000 people from around the community each year. We teach different classroom programs in over 20 different schools. In addition, we offer field trips at Willow Bend, tours of Picture Canyon Natural and Cultural Preserve and the materials recovery facility (recycling center), Family Science and Science Saturday programs at Willow Bend, activities at community events such as Earth Day and the Festival of Science, teacher workshops, and adult education events. This is all achieved with a small staff, committed board members, and very dedicated volunteers. We provide an open, flexible work environment for self-motivated individuals and opportunities to gain valuable experience and participate in professional development workshops and trainings. Willow Bend is a non-profit organization founded by the Coconino Natural Resource Conservation District.

WORK ENVIRONMENT:

The primary work location for this position is at our Discovery Center (703 E. Sawmill Road) but each day may look a little different. Some days are spent in the office working on administrative tasks and greeting drop-in visitors. Other days may include presenting a program at a school or the recycling center, leading an outdoor field trip at Willow Bend or off-site, or attending a community meeting as Willow Bend's representative. Some of our programs/events take place during evenings or weekends and you will be asked to participate in some of these.

THE TEAM:

Willow Bend has a small, yet dedicated team who love what they do and do what they love. There are two full time staff members, Moran Henn, the Executive Director and Cassandra Roberts, the Education Director. In addition, numerous interns, board members, and volunteers assist on a regular basis.

PRIMARY FUNCTION/PURPOSE:

Extensive outreach and quality teaching are critical to Willow Bend's mission. The Education and Outreach Assistant will work with Willow Bend staff to develop, promote, and present programs and events to schools and community members around Flagstaff. This person can expect a varied workload potentially including assisting with and leading programs in schools, representing Willow Bend at events across the community, working with families, adults, and school groups, promoting upcoming Willow Bend events through print, website, and social media, and general administrative work in the Willow Bend office.

MAJOR RESPONSIBILITIES AND DUTIES: (split between education and outreach)

- Lead environmental education programs for varying audiences (school or community groups)
- Assist with development of Willow Bend school and community programs including Science Saturday themes and activities
- Assist with volunteer and intern management
- Participate in Willow Bend activities such as adult workshops, Family Science events etc.
- Represent Willow Bend at community events
- Help with marketing and PR for Willow Bend events through print and social media (FB, Instagram, and bi-monthly newsletter)
- Maintain and update website (WordPress) and write blog posts
- Promote WB events on community calendars
- Assist with general office tasks
- Assist with fundraising events and grant presentations (no prior experience necessary)

COMPENSATION:

Part-Time Position – approx. 20hrs/week semi-flexible schedule.

Starting rate \$14 (with merit-based raises possible)

Sick leave

Position could potentially develop into full-time dependent on funding

QUALIFICATIONS:**Required:**

- BA, BS or equivalent experience in Education, Environmental Studies, Outdoor Recreation or related field.
- Teaching experience
- Experience working with children

- Environmental science knowledge
- Excellent written and verbal communication skills
- Knowledge of Microsoft Office, Photoshop (or other design software)
- Social media skills
- Flexible schedule (availability during Mon-Fri regular school hours is most important but some weekend and evening work will be required)
- Clean driving license
- Self-motivated, organized, and able to work independently
- Willingness to become a key member of our small team
- Able to pass Arizona Department of Education background check

Preferred:

- Experience with graphic design and/or marketing
- Experience with WordPress or willingness to learn
- Experience with MailChimp or other platforms
- Familiarity with Willow Bend
- Access to own transport (standard mileage reimbursement available as required)
- Grant writing, membership cultivation, fundraising

TO APPLY:

Please send a resume, cover letter, an event flyer sample (can be something you created for a real event or just a mock up), and three reference to Moran Henn at moran@willowbendcenter.org. Please state: **Education and Outreach Assistant Application** in the subject line. **Application deadline August 7th**. Interviews will take place during the last two weeks of August. Position start date: September 5th (start date is flexible).

Qualified individuals with disabilities and those from diverse backgrounds are encouraged to apply. We provide reasonable accommodations for qualified individuals upon request.

