



POSITION: EDUCATION AND OUTREACH AMERICORPS
PART TIME COMMITMENT (flexible)

ORGANIZATION DESCRIPTION:

Willow Bend Environmental Education Center is a non-profit organization 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, founded by the Coconino Natural Resource Conservation District, is Coconino County's only year-round, full-time environmental education organization serving nearly 20,000 people from around the community each year. We teach 50 different classroom programs in schools. In addition, we offer field trips at Willow Bend, Picture Canyon, Frances Short and other locations around town. We host monthly Science programs and Adult Workshops at Willow Bend, quarterly Family Science events, and ongoing activities at community events such as Earth Day and the Festival of Science. We provide an open, flexible work environment for self-motivated individuals and opportunities to participate in professional development workshops, trainings, and conferences.

POSITION TITLE: Education and Outreach Assistant Americorps Member

REPORTS TO: Moran Henn, Executive Director

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

PRIMARY FUNCTION/PURPOSE:

Extensive outreach is critical to Willow Bend's mission. The Americorps member 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 representing Willow Bend at events across the community, assisting with or leading programs and field trips for families, adults, and school

groups, promoting upcoming Willow Bend events through print and social media, and staffing open hours at the Willow Bend office.

MAJOR RESPONSIBILITIES AND DUTIES:

- Lead environmental education programs for varying audiences (school or community groups)
- Help with marketing and PR for Willow Bend events through print and social media (include flyer design, uploading events to community calendars, managing website, updating blog and posting on social media)
- Assist with development of Willow Bend programs
- Greet visitors to the Willow Bend discovery room
- Lead and eventually develop Willow Bend's Science Saturday events (on the first Saturday of every month)
- Staff Willow Bend's weekend activities such as adult education programs, Family Science etc.
- Table at community events and represent Willow Bend at various functions throughout the community
- Assist with the KidWind and Climate Challenge event
- Assist with general office/center upkeep and tasks
- Other duties and responsibilities will be developed based on member's interest and desired experience

QUALIFICATIONS:

Required:

- Public speaking or teaching experience
- Interest and willingness to learn principles of environmental education
- Knowledge of Microsoft Office and ability to use PC computers
- Excellent written and verbal communication skills
- Clean driving license
- Flexible schedule (availability during Mon-Fri regular school hours can be flexible. Saturday availability required).
- Self-motivated and able to work independently, organized
- Pass a finger print test

Preferred:

- Experience working with children
- Some experience with graphic design and/or marketing
- Social media skills
- Having own transport

TRAINING/DEVELOPMENT OPPORTUNITIES:

Opportunities will depend on individual needs and interests. However, training will be given on specific Willow Bend curriculum and on presenting environmental education programs for audiences of varying ages and backgrounds. There will also be opportunities to learn more about the management and operation of a

non-profit organization – working with non-profit database software, attending meetings as appropriate, conferences, and representing Willow Bend within the community.

WORK ENVIRONMENT:

The Willow Bend team is comprised of two full time staff members, weekend volunteers, a volunteer board, and potential interns. We work hard to ensure a positive and supportive work space and environment. Primary work location for this position is at our Discovery Center (703 E. Sawmill Road), numerous schools around town or outdoor spaces. Most days are spent leading outdoor field trips, presenting programs at local schools, organizing a community event the Center, or attending meetings or partner events. Some days are spent in the office working on administrative tasks and greeting drop-in visitors.

COMPNSATION:

Aligned with NAU’s Americorps program plus added funds for a living expenses.

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