



Position Title: Education Assistant

Commitment: Part-Time, approximately 15-20 hours per week

Reports To: Melissa Eckstrom, Executive Director (melissa@willowbendcenter.org)

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

Organization Description:

Willow Bend Environmental Education Center is dedicated to place-based environmental education that fosters stewardship and responsibility by deepening connections to nature. By educating children and adults about the local environment and the impacts of our daily choices, we aim to build a socially, environmentally, and economically sustainable world. Our center features a passive-solar straw bale-construction education center, low-water native gardens, an on-demand hot water heater, photovoltaic system, composting, and energy-efficient lighting. Willow Bend serves nearly 10,000 people annually, offering a variety of programs in over 20 schools and numerous community events. As a non-profit founded by the Coconino Natural Resource Conservation District, we provide a flexible work environment for motivated individuals and opportunities for professional development.

Work Environment:

The primary work location is our environmental education center at 703 E. Sawmill Road. The role involves a mix of office tasks, classroom presentations, outdoor field trips, and community engagement. Some programs and events occur during evenings or weekends and may include travel to other Arizona towns.

The Team:

Willow Bend's team includes three full-time staff members: Executive Director Melissa Eckstrom, Community Program Director Ash Shields, and Education and Outreach Coordinator Alex Babinski. The team is supported by numerous interns, board members, and dedicated volunteers.

Primary Function/Purpose:

The Education Assistant will focus on developing and delivering educational programs to schools and community members around Flagstaff (and sometimes beyond!). This role includes leading educational activities, assisting with program development, and participating in community outreach as needed.

Major Responsibilities and Duties:

- Lead environmental education programs for school and community groups.
- Assist in the development of educational programs, including Science Saturday themes and activities.
- Tabling.
- Support volunteer and intern management.
- Participate in Willow Bend activities such as adult workshops and Family Science events.
- Promote Willow Bend programs through social media, website updates, and community calendars.
- Handle general administrative tasks and support fundraising efforts.

Compensation: \$22/hr

- Approximately 15-20 hours per week with a semi-flexible schedule, starting in late March or early April 2025.
- Qualified candidates may have the opportunity to transition to full-time employment, contingent on funding availability and performance.

Qualifications:

Required:

- BA, BS, or equivalent experience in Education, Environmental Studies, or a related field.
- Teaching experience and experience working with children.
- Knowledge of environmental science.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and social media platforms.
- Flexible schedule (availability during school hours, with some weekend and evening work).
- Valid driver's license and ability to pass an Arizona Department of Education background check.
- Self-motivated, organized, and able to work independently.
- Willingness to be a key member of our small team.

Preferred:

- Familiarity with Willow Bend.
- Access to own transportation.

To Apply:

Please send a resume, cover letter, and three references to Melissa Eckstrom at melissa@willowbendcenter.org. Use "Education Assistant Application" in the subject line. Application deadline is February 17th, 2025. Interviews will be conducted in the last week of February, with a flexible start date around late March to early April. Qualified individuals with

disabilities and those from diverse backgrounds are encouraged to apply. Reasonable accommodations are provided upon request.