



Environmental Education Assistant

Summary and Background

The Whitfield Wildlife Conservation Area (WWCA) is a project of the Valencia Soil and Water Conservation District and is dedicated to conserving New Mexico's rich natural resource heritage. The mission of the VSWCD is to provide education, technical assistance, and recognition to current and future stewards of the land in promotion of natural resource conservation.

Working alongside the education manager, this is a great opportunity to work with youth of all ages to help strengthen and implement the VSWCD's environmental education program. This is also a great opportunity to learn about wildlife conservation, habitat restoration, and to get experience working with local schools, lesson development and implementation to introduce youth to the local environment. Most programs will be conducted at school sites and at the Whitfield Wildlife Conservation Area (WWCA). WWCA is one of the many projects of VSWCD.

The mission of the WWCA is to protect and maintain wetlands, open space, and other natural resources for people and wildlife, and to offer a quality environmental education program in the community. The overall goal is to increase the amount of wildlife habitat by developing wetlands and planting riparian buffer areas, all being leveraged to provide effective environmental education.

WWCA achieves its conservation goals by 1) Management of the conservation area's land, water and biological resources, planting native plants to reconstruct riparian and upland habitats; 2) educating students and the general public about wildlife conservation and the details associated with creating and protecting wildlife habitat; 3) promoting water harvesting, healthy soils and energy efficiency through examples and technical workshops.

WWCA is currently staffed by the District Director, Education Manager, Business Manager and Conservation Program Manager; and is supported by a seven-member volunteer Board of Supervisors. Staff and Board Members are dedicated to the highest quality of work and operate as a learning organization with a work culture based on consensus, teamwork and providing effective community-focused services.

Scope of the Position

VSWCD seeks a qualified and motivated individual to assist with school environmental education outreach programs to students and adults, stewardship, land conservation efforts, events, workshops, and fundraising activities in support of the organization's mission and in accordance with its established programs and policies. VSWCD has a primary focus on restoration of wetland and riparian habitats and working with partners and the public to educate our local communities on natural resource management, including conservation of water and soil.

This position reports to the Education Manager but will involve interaction with the entire staff.

This position will run from September 2021- May 2022. Approximately 37 weeks at 20 hours a week, with a wage of approx. \$14.00 an hour for a total of \$10,500 over nine months.

Close date: August 6th, 2021. Start date: September 1st of 2021.

This is a great career opportunity experience! This is a good position for you if you are interested in or currently involved in any of the following: agriculture, education, teaching, conservation, or land management. Individuals will be spending most of the time working to develop and implement lessons (aligned with the Next Generation Science Standards) for grades K-12 to all local Belen and Los Lunas schools.

Prior knowledge and/or previous work experience in one or more of the following is highly recommended and should be highlighted on your resume:

Lesson Plan/Curriculum Writing

Working with different aged students and adults

Working outside

Creating and leading an outreach event, presentation, or workshop

Comfortable speaking and demonstrating leadership in front of large groups of people

Multicultural background knowledge

Teaching

Bilingual

Conservation and land management

Environmental education work/home experience

Things you need to know before you begin this project:

1. VSWCD must have this application and at least one reference letter on file prior to your interview.
2. VSWCD must have a completed resume sent with this application.
3. This is a 20 hour a week, part-time position. Chosen candidate will work alongside District staff to develop a schedule that fits both District and chosen individual needs. Some weekends will be required throughout the duration of the position.
3. VSWCD must have a completed reference letter with contact information.
4. Closed toed shoes are required every day. Wear clothes you do not mind getting dirty.
5. At least 35% of this position will be spent outdoors (school programs, events, presentations, workshops).
6. This opportunity is a total of 9 months ONLY. Position extension afterward depends on availability of funding.

To be considered for this position, you must complete application, include at least ONE reference letter with contact information, and a resume. Final candidates will go through an interview process.

Please return this application, at least ONE reference letter and resume to: Valencia Soil and Water Conservation District, ATTN Allison Martin PO Box 170 Belen, NM 87002 NO later than August 6th at 5:00 pm.

A District staff person will review your resume, application and reference form, and call you if you are selected for an interview. VSWCD will perform a background check on all finalists before being chosen for the position.

Please fill out the following:

Educational Assistant Application

Name: _____

Birth date: _____

Address:

street city zip

Telephone: (home) ____ / _____

(cell) ____ / _____

email: _____

Social Security #: _____

College/University attending or attended:

Year graduating/ed college: _____

This is a 20 hour a week position. Days are flexible. What days work best for you?

Emergency Contact:

Name: _____

Phone No: _____

Doctor (Name & Phone): _____

Special Medical Problems: _____

In Consideration of accepting this position, I hereby agree to indemnify and hold harmless the Valencia Soil and Water Conservation District and any of their officers, agents or employees from any liability, claim or action for damages resulting from, or in any way arising out of, the participation in the program by the person registered as an education intern.

Applicant's Signature: _____

Date _____

Please sign and return application at least one reference letter and your resume NO later than August 6th to:

Attn: Allison Martin

Education Manager

Valencia Soil and Water Conservation District

PO Box 170

Belen, NM 87002

Or by email: allisonmartin@valenciaswcd.org titled **Education Assistant Position**

Please Review and Keep a Copy for your Reference

The primary responsibilities of the Environmental Education Assistant include the following:

Environmental Education and Interpretation and Outreach/Communications (95%):

- Support development, implementation, and completion of conservation and education projects, including design, documentation, assessment, lesson plans, curriculum writing for on and off site local school programs (September through May 2022) and Master Naturalist Adult Program (March, April and May 2022)
- Help develop interpretation of new resources for the educational benefit of the local community such as: maps, signage, program brochures and other printed material and provide verbal information to visitors.
- Support development, enhancement and periodic updating of existing communications materials using digital photography, maps, and research information.
- Support workshops, conferences, presentations, and special events.

Fundraising (5%):

- Periodically support relevant fundraising activities for the Friends of Whitfield, —in particular, those related to conservation projects and stewardship activities.

Requirements of the Position:

- Be enrolled in/just finished/have previous experience in a college degree program in a related field (environmental education, teacher education, natural resource management, land use planning, geography, biological/environmental sciences, etc.) with interest and desire to work in the non-profit land trust or conservation arena.
- Excellent computer skills including experience with Microsoft Office and Internet research
- Must possess excellent written and oral communication skills.
- Must be willing to occasionally work some evenings and weekends.
- Must have personal transportation to/from work. Transportation will be provided by another District staff member while visiting other site locations.
- Must be willing and physically able to work in the field including walking/hiking over rough terrain in inclement weather for extended periods of time.
- Must be a self-starter, well-organized, and punctual.
- Must be able to work in a fast-paced environment to meet established goals and deadlines.
- Must be committed to the organization's conservation mission and be able to maintain strong, positive, collegial working relationships with staff, Board, public and outside consultants and professional service providers.
- Must be willing to contribute to maintaining an ethical, smooth, and efficient working environment with staff, Board and others. A sense of humor is always appreciated with us!
- Successful candidate is responsible for providing his/her own health insurance.