



Employment Opportunity

Education Specialist

August 2018

Position Title: Education Specialist
Status: Full-time/Non-Exempt- (approximately 40 hours/week)
Reports To: Education Director
Timeline: September 2018

Overview: Pepperwood is seeking an **Education Specialist** to assist with the administration and delivery of educational programming offered by the Pepperwood Foundation. Pepperwood is a 501(c)3 nonprofit organization with a mission to advance science-based conservation throughout our region and beyond. Pepperwood owns and operates a 3,200-acre preserve in Sonoma County dedicated to ecological research and education. The Dwight Center for Conservation Science, a 9,400 square foot LEED-certified green building, provides the base for Pepperwood's program delivery. Pepperwood is a place where science and community come together to solve today's most pressing environmental challenges. Pepperwood works with researchers from around the world to address challenges facing land and water managers today and we translate results into educational tools and practical solutions for our community. Our goal is to ensure that humanity thrives together with a vibrant natural world. Please learn more about our programs at www.pepperwoodpreserve.org.

Job Summary: The **Education Specialist** will be a key member of the education team, which includes two additional environmental educators and the Education Director. This position combines program administration and teaching. Teaching will include the elementary school field trip program (Students Conducting Environmental Inquiry, or SCENIQ); our summer camp (Budding Biologists); our summer teen internship (TeenNat); and our general community hikes and natural history classes. The **Education Specialist** will also serve as a liaison with community education instructors, lecturers, and local teachers.

The successful applicant will be a seasoned environmental educator who also has experience assisting in the planning, scheduling, marketing, registration, and customer service aspects of program delivery. S/he will be a team player, yet also able to work independently when required, with excellent time management and organizational skills. This position may be required to work occasional weekends and evenings.

Essential Functions:

- Administers the community education and SCENIQ programs, including crafting course offerings, recruiting instructors, marketing, implementing and managing the online registration, responding to participant inquiries, teacher inquiries, and scheduling all SCENIQ and community education offerings
- Leads groups of students and adults on hikes and in classroom activities through the SCENIQ, summer camp, community education, TeenNat, and Learning Landscape programs (up to 1-2 times/week)
- Distributes all community education, SCENIQ, and summer camp administrative materials
- Responsible for ordering and organizing all education classroom supplies and equipment for SCENIQ, TeenNat, and summer camp
- Works with the Communications Manager to write blog and newsletter articles and supports other social media outlets

Ancillary Functions:

- Participates in organization-wide committees (safety committee)
- Supports special events including occasional weekend or evening programs

Essential Requirements:

- Minimum B. S. degree in the natural sciences, environmental studies, or a related field
- Minimum 3 years experience teaching elementary, middle, and/or high school children in formal or informal environments
- Excellent verbal and written communication skills, including computer proficiency in MS Office, including Word and Excel
- Experience with database software or an openness to learning new programs
- Excellent organization and time management skills
- Experience with customer service
- California driver's license and good driving record
- Ability to identify Sonoma County flora and fauna
- Willingness to obtain a Wilderness First Aid certification within six month of employment

Non-essential preferences:

- Spanish speaker and/or familiarity with bilingual programming highly desired
- Experience working at a nature preserve or natural history museum
- CPR and Wilderness First Aid certified
- Public/special events experience
- Prior experience negotiating liability and compliance issues associated with working with children, including fingerprinting, health documentation, emergency protocols, etc.

- Experience working with school teachers or administrators
- Experience with Salesforce
- Class B driver's license

Work Environment: Office setting: cubicle workstations, artificial lighting, public spaces, and classrooms. Sometimes solitary. Area classrooms: artificial lighting, portables, conventional classrooms, and outdoors. Local travel required, generally within 10 Bay Area counties to area classrooms.

Work occurs in the field at the Preserve, in the *Dwight Center*, and in area classrooms with some travel required. Field teaching is often in extreme weather and includes hiking over uneven terrain. Poison oak, ticks, and rattlesnakes are common. Some teaching and office work in the *Dwight Center*.

Physical Requirements: Ability to hike up 1-3 miles per day over uneven terrain. Ability to work under adverse weather conditions. Ability to lift up to 30 pounds. Safely operate Pepperwood vehicles. Office work station requires extended sitting and fine finger movements. Visual capacity to review and develop print and web media. Mobility required to navigate two-story Dwight Center.

To Apply : Please email your resume, cover letter, and three references with contact information to pepperwoodpreservehr@gmail.com with the subject line: *Education Specialist*. Position will be open until filled.

Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, sex, age, or marital status.

Compensation: Salary commensurate with experience; excellent benefits and great work environment.