

STAND FOR
THE
REDWOODS
STAND FOR THE FUTURE

100 YEARS IS JUST THE BEGINNING

Education and Park Programs Associate (6-9 month position) Save the Redwoods League

Are you an energetic, creative, collaborative individual with teaching and curriculum development experience and a passion for connecting people of diverse ages and backgrounds to the natural world?

If that describes you, and you are looking for a **short-term, part-time position**, read on to learn more about **Save the Redwoods League** and this opportunity to work with our Parks and Public Engagement team.

Since 1918, **Save the Redwoods League** has worked to **protect** and **restore** redwood forests and **connect** people to their peace and beauty. We have pioneered innovative, science-based forest-restoration work, educated thousands of schoolchildren about the uniqueness and resilience of these wild marvels of nature, improved access to parkland and helped create parks and reserves that have touched the lives of millions of people from around the world. Visit www.SaveTheRedwoods.org to find out more about what we do.

The **Education and Parks Associate** will help teach education programs to elementary and high school students and assist with curriculum development and outreach. S/he will also provide support for select California State Parks improvement projects.

Reports to: Education and Interpretation Manager

Term: Mid-March through end of August; possibility of extension through Dec. 2019

Hours: ~30 hours per week (part-time)

Compensation: \$20/ hour, plus legally required benefits

RESPONSIBILITIES INCLUDE:

- Teaching hands-on science programs to high school and elementary school students in the field and classroom
- Creating educational and community outreach materials, website content, and assisting with social media projects
- Conducting outreach to schools and other organizations to bring League educational programming to new partners and diverse communities



- Scheduling and organizing meetings for park project teams and partners, including travel logistics assistance as needed; taking and distributing meeting notes
- Tracking task assignments for park project teams; monitoring progress and following up with individuals.

QUALIFICATIONS:

- Interest and/or experience in education, science, environmental science.
- Comfortable speaking in front of a group of students
- Interest and/or experience in developing curriculum
- Highly motivated, with ability to produce results both by taking initiative and performing independently, as well as by following specific directions.
- Strong internet research skills
- Excellent oral and written communication skills
- Computer skills in word processing, database and spreadsheet use required; photo editing skills a plus

WORKING CONDITIONS/PHYSICAL EFFORT:

- Some travel within the Bay Area and to Eureka. Primarily East Bay and some South Bay.
- Often sits at a desk or computer workstation.
- Actively utilizes computers, telephones and other office equipment.
- Routinely required to hike through forestland while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds

TO APPLY:

Send your cover letter and resume as attached Word files to:

Jobs@SaveTheRedwoods.org -- please put "Education and Parks Associate" in the subject line of your e-mail. In your cover letter, please explain how you meet all the required qualifications, and tell us why you are the perfect fit for our mission and the position.

We are busy in our work, so we appreciate it if you do not call the office. Please direct any questions regarding applications and opportunities to the email provided above.
Thank you!

Save the Redwoods League is an Equal Opportunity Employer. Recruiting and retaining a diverse workforce is our high priority.

Fluent English speakers who are bi- or multi-lingual, including indigenous language speakers, are encouraged to apply.