

## **2017 Wildlife Education Assistant**

**POSITION:** Wildlife Education Assistant

**APPROXIMATE EMPLOYMENT TERM:** January 16- June 30, 2017 (5.5 months)

**LOCATION:** Office located in Minatare, NE- but programs are located throughout the Nebraska panhandle

**SALARY:** \$13 per hour, full time, 40 hours per week (housing not provided)

**SCHEDULE:** Monday- Friday, some weekends and evenings may be required

Bird Conservancy of the Rockies (formerly Rocky Mountain Bird Observatory) is a non-profit organization dedicated to conserving birds and their habitats ([www.birdconservancy.org](http://www.birdconservancy.org)). We achieve our mission through Science, Education, and Stewardship programs throughout the western United States and Mexico.

Bird Conservancy, in partnership with Nebraska Game and Parks Commission, has formed a unique partnership. This partnership has outlined conservation and educational activities and actions that will inform and educate students, teachers, landowners, and resource professionals about the shortgrass prairie and ponderosa pine ecosystems of western Nebraska. We work with a diversity of partners including state, federal, other non-profits, and private landowners. We are looking for a motivated, dynamic education assistant who will bring wildlife conservation topics to a variety of audiences.

### **QUALIFICATIONS/REQUIREMENTS:**

The successful candidate will have:

- Undergraduate degree in environmental education or environmental studies, with an emphasis in education, environmental science, ornithology, wildlife/ecosystem conservation, or related fields. Preference will be given to an applicant with previous environmental education experience. A background in shortgrass prairie wildlife ecology and birds preferred
- Public speaking skills and the ability to work with people of all ages
- Excellent written and verbal communication skills including the ability to communicate through multiple media (print, TV, radio, Internet, public events, etc.)
- Experience and demonstrated proficiency using Microsoft Excel, Microsoft Word, Adobe, and Microsoft Publisher
- Responsible, creative, relational, enthusiastic, flexible, self-motivated and resourceful team player
- The ability to multi-task, prioritize and display excellent time management skills
- The ability to carry out duties and directives independently under limited supervision
- A valid U.S. driver's license and personal transportation. Must be willing to travel to program sites in western Nebraska. NGPC vehicle provided but some use of personal vehicle may be required
- Ability to lift 40 lbs, stand and walk for extended periods of time
- Ability to communicate (speak, read, write) in Spanish a plus (but not required)

### **DUTIES/DESCRIPTION:**

Duties of the Wildlife Education Assistant include, but are not limited to:

- Assisting with implementation of educational programs including classroom presentations for all ages, field trips, outreach events, after school programs, citizen science events, and partner events.
- Assisting with development/expansion of educational programs and materials.
- Be responsible for organizing registration, program and inventory data.
- Assisting with general educational project day to day operations.
- Assisting with development of reports for various projects and grants.
- Dissemination of Bird Conservancy/NGPC's conservation messages.
- Coordinating with partners on education projects as needed.
- Organizing education schedule as needed.

### **TO APPLY:**

Send cover letter, resume, and at least 3 references in a single pdf document to:

Amber Schiltz, Nebraska Wildlife Education Coordinator, at [amber.schiltz@birdconservancy.org](mailto:amber.schiltz@birdconservancy.org)

**CLOSING DATE: December 10, 2016-** although position may be filled earlier if a suitable applicant is found.