EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING

Position Title: Education Program Coordinator
Classification: Part Time / Non-Exempt
Reports to: Education Program Director
Compensation: DOE with a range of $14 - $16 / hour
Application deadline: February 28, 2020

Position Description
Get Outdoors Nevada is a 501(c)(3) non-profit dedicated to connecting people to Nevada’s diverse outdoor spaces through education, volunteerism, and outreach. We build a community that discovers, experiences, and connects to our state’s natural environments.

The Education Program Coordinator works under the direction of an Education Program Director to lead and deliver nature and science education programs, outreach activities, and interpretive tables to diverse youth audiences. These programs generate knowledge of endangered species and the Mojave Desert, increase interest in science and nature, and build nature protecting behaviors. This is a part-time, hourly position, with a minimum of 16 hours and a maximum of 28 hours per week.

Responsibilities
Program Delivery and Events (75%)
- Lead Mojave Max desert tortoise and Meet Your Mojave nature and science programs for youth in Clark County schools, community centers, and other locations.
- Lead Interpretive and Mojave Max Tables at community events such as Get Outdoors Nevada Day, Earth Day, Las Vegas Science & Technology Festival, and others.
- Assist with field trips to parks and public lands in southern Nevada, including Lake Mead, Mt. Charleston, Red Rock Canyon, Sunset Park, Wetlands Park, and others.
- Take photographs and utilize social media to promote organization goals, recognize partners, and create themed campaigns.

General Administration (25%)
- Generate program statistics and program data.
- Organize, inventory, maintain, and resupply educational program materials.
- Maintain neat and orderly workspace and common work areas.
- Other duties as assigned.
Qualifications
The ideal candidate will have a positive attitude, high initiative, professional organization and communication skills, and be accustomed to working in a mission driven, team environment.

Essential Requirements
- Experience or interest in environmental education, interpretation, or program delivery.
- Ability to work with and relate to diverse youth audiences.
- Ability to clearly address and manage large groups of participants.
- Ability to work well as a team member.
- Ability to communicate with diverse partners in a timely and professional manner.
- Applicant must be timely, punctual, and professional as a representative of GON.
- Eligible candidates must have reliable transportation for local travel to activities, meetings and events as well as the ability to provide proof of insurance, if applicable.
- Eligible candidates must have a clean driving record, current driver’s license, and the ability to clear a background check.
- Experience with social media communication.
- Knowledge of standard office machines and technology: computers, printers, copier, fax, phones, etc. Proficiency in MS Word, Excel, and internet use.
- Ability to work weekends and occasional evenings with advance notice.
- Ability to meet routine physical requirements of the position (sitting, standing, walking, lifting and carrying up to 35lbs).
- Comfort in working for extended periods in outdoor settings.

Preferred Skills and Abilities
- Bilingual in English and Spanish
- Experience working with youth groups
- Experience in community awareness activity planning

Application Instructions
Submit a letter of interest, along with a current resume and at least two professional reference with the subject “Education Coordinator Application” to jobs@getoutdoorsnevada.org. All email attachments must be in MS Word or PDF format. Please do not call for additional information. Email only.

Qualified candidates will be invited to complete an employment application and participate in an interview with current team members. Additional supporting documentation of applicant’s experience may be requested at that time.

Get Outdoors Nevada is an equal opportunity employer that recognizes each person is an individual, and does not discriminate against applicants or employees on the basis of ethnicity, gender, color, religion, national origin, sexual orientation, ancestry, age, physical or mental disability, medical condition, pregnancy, marital status, or military status.