



EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING

Position Title: Education Program Coordinator

Classification: Part Time / Non-Exempt

Reports to: Education Program Manager

Compensation: Dependent on experience with a range of \$15-\$17/hour

Application deadline: Open until filled.

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 collaboration. We build a community that discovers, experiences, and connects to our state's natural environments.

Our organization values a diverse workforce and our team shares the firm conviction that diversity at all levels is critical to our success in fostering a community in which everyone has the ability to discover, experience and connect to our state's diverse outdoor places. We believe in nurturing individual strengths which drive collaboration that sustains a supportive and inclusive work environment where all voices are heard.

The Education Program Coordinator works under the direction of an Education Program Manager to lead and deliver both in-person and virtual environmental education programs, outreach activities, and interpretive tables to diverse audiences - mainly youth. These programs are designed to generate knowledge and awareness of locally-relevant topics, increase interest in science and nature, foster community connection, develop stewardship behaviors, and often support formal educational standards. This is a part-time, hourly position, with a minimum of 16 hours and a maximum of 29 hours per week.

Responsibilities

Program Delivery and Events (80%)

- Lead Next Generation Science Programs, Native Habitat Programs, and informal science programs for youth in Clark County schools during the school year, community centers during the summer, and other locations as scheduled.
- Lead Interpretive table at community events.
- Lead and/or assist with field trips to parks and public lands in southern Nevada, including, but not limited to: Lake Mead, Mt. Charleston, Red Rock Canyon, Sunset Park, and Wetlands Park.

Social Media & Virtual Content (10%)

- Assist in the adaptation of existing, in-person curriculum and programs to a virtual format to be featured on GON's website or Google Classroom.
- Lead and/or assist with virtual classroom programs.
- Lead and/or assist with virtual field trips.
- Utilize social media to promote organization goals, recognize partners, and create themed campaigns.

General Administration (10%)

- 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 Skills

- 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 programs, 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 investigation.
- Experience with social media communication.
- Knowledge of standard office machines and technology: computers, printers, copier, fax, phones, etc. Proficiency in MS Word, Excel, Google Suite, Canva 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 35 pounds).
- Comfort in working for extended periods in outdoor settings.

Helpful Skills

- Bilingual in English and Spanish
- Experience working with youth groups
- Experience in community awareness activity planning
- Experience working with or knowledge of native flora and fauna - or willingness to learn
- Experience with recording, editing, and creating multimedia products
- Practice cultural competence awareness

Application Instructions Submit a letter of interest, along with a current resume and at least two professional references 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.

Additional Notes

- 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.
- Employment with GON is on an "at-will" basis, meaning that employment is not for any definite term and that either you or GON can terminate the employment relationship at any time, with or without cause, and with or without advance notice.
- Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Get Outdoors Nevada has adopted a mandatory vaccination policy.