



## **EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING (2 Openings)**

**Position Title:** Education Fellow

**Classification:** Full Time / Term (11 Month)

**Reports to:** Education Management Team

**Compensation:** \$15/hour

**Application Deadline: October 11, 2022**

**Position Description** Founded in 2000 and incorporated in 2009, Get Outdoors Nevada is a private, non-profit serving communities, residents and visitors in Nevada. At Get Outdoors Nevada, we believe that everyone should have access to, benefit from, and care for the outdoors. We aim to connect people of all backgrounds and ages to the outdoors by providing opportunities to learn about and care for our urban and natural outdoor spaces.

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 Fellow works under the direction of the Education Management Team 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 full-time, hourly position, at 40 hours per week, for an eleven-month period. Completion of this fellowship term may earn the fellow competitive credit valuable for seeking employment opportunities with the Department of the Interior.

### **Responsibilities**

#### **Program Delivery and Events (55%)**

- Lead Next Generation Science Programs, Native Habitat Programs, and informal science programs for youth in Clark County schools during the school year, community centers, libraries, 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.

#### **General Administration (25%)**

- Input program statistics.
- Organize, inventory and maintain educational program materials.
- Maintain neat and orderly workspace and common work areas.
- Other duties as assigned.

#### **Career Building and Professional Development Opportunities (20%)**

- Participate in departmental, organization-wide, and individual professional growth opportunities.
- Observe a range of careers and leadership roles locally.
- Work in a collaborative environment that fosters professional development, including regular check-ins to support professional growth and success with job responsibilities.
- Gain expertise, knowledge, and experience implementing interpretive, environmental education programming, and outreach events within the community.

## **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, collaborative environment.

## **Essential Skills**

You must be able to demonstrate that you have experience (not necessarily job related) not limited to the following competencies: (1) Attention to Detail (2) Interpersonal Communication (3) Problem Solving and possess some specialized experience 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 member of a team.
- Ability to communicate with diverse partners in a timely and professional manner.
- Eligible candidates must be consistently timely 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 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 transport program materials from the office to a variety of classrooms and community sites.
- Comfort in working for extended periods in outdoor settings.

**Application Instructions** Submit a letter of interest, along with a current resume and at least two professional references with the subject "Education Fellow Application" to [jobs@getoutdoorsnevada.org](mailto:jobs@getoutdoorsnevada.org). All email attachments must be in MSWord 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.