

**Northcoast Environmental Center/Humboldt Baykeeper
JOB ANNOUNCEMENT**

TITLE: Coastal Programs Education Specialist

STATUS: One year, 20-hour/week staff position.

SALARY: \$12-\$15/hour, DOE

POSITION OPENS: April 1, 2014

APPLICATION PROCESS:

Please send letter of interest, resume indicating a complete work history and list of at least three (3) references to: Northcoast Environmental Center, PO Box 4259 Arcata, CA 95518 or email dan@yournec.org

Position Summary

The goal of the Coastal Programs Education Specialist position is to ensure high quality, hands-on learning experiences about local coastal environments through a bilingual Bay Explorations program and two Clean Beaches, Healthy Communities projects. The Education Specialist reports to the Coastal Programs Director.

Duties include:

- Developing bilingual English-Spanish educational materials and curriculum appropriate for use in both K-12 schools, as well as the general public
- Coordinating and leading K-12 classroom and field trip presentations and programs
- Leading bilingual tours of Humboldt Bay on both land and water
- Modifying and utilizing the NEC's watershed diorama for use in classrooms and other community centers
- Leading an interactive project to build a creature-sculpture utilizing trash gathered on beach cleanups and use the sculpture for educational events
- Coordinating and leading classroom and field trip presentations and programs
- Recruiting volunteers and interns to assist with programs as necessary
- Scheduling trained volunteers and interns for programs
- Organizing and overseeing beach cleanups
- Ensuring that volunteers and interns are appreciated via appropriate recognition such as personal phone calls and emails, recognition events, refreshments, thank you notes, etc.
- Maintaining program supplies, materials and spaces
- Attending special events as they relate to programs, such as education fairs, film nights, etc.
- Tracking of volunteer and intern hours and program participation
- Generating quarterly reports quantifying program participation and success

Qualifications and Requirements

The qualified candidate will:

- Possess a Bachelor's degree or equivalent experience in a related field
 - Have previous experience working in K-12 classrooms or programs
 - Have some knowledge of and a strong interest in local coastal wildlife and habitats
 - Be reliable, dependable, organized and able to work independently
 - Possess well-developed interpersonal skills and excellent written and verbal communication skills
 - Have up-to-date computer skills
 - Be able to perform moderately strenuous activities including paddling watercraft
- Additional skills are a plus:
- Experience with a graphic design program such as Adobe Illustrator or In Design
 - Volunteer coordination
 - Experience with curriculum design