



## **Educational Specialist**

**Organizational Overview:** The Newport Bay Conservancy (NBC) has a proud history of environmental advocacy having been involved in the original efforts to protect the Upper Newport Bay from development over 50 years ago. Our mission is to protect and preserve the Upper Newport Bay through education, restoration, research and advocacy. We are able to do this with the support of 150 trained volunteers contributing over 10,000 hours of service each year leading programs, with some programs being stewardship events using the support of community volunteers.

**Job Summary:** The Educational Specialist will be joining a specialized team of volunteers and staff to help coordinate and run the educational nature programs for school/youth groups and the general public. Program curriculum will be provided for most programs, however this position provides the opportunity to update and create new educational content and programs as volunteer support exists.

### **Principal Responsibilities:**

- 1) Act as a lead instructor, in consultation with Community Programs Administrator, to run NBC's public Educational Programs under the supervision of the Operations Director.
- 2) Lead set up and cleanup of program materials. Teach activities and lead tours with topics about wetland ecology, habitats, food webs, and wildlife adaptations when a volunteer is not available. Tours can be on land or on the water.
- 3) Assist with correspondence and answer questions about programs offered by NBC including weekend kayak tours, school groups, and partner programs.
- 4) Assist with the educational content and support of special events such as World Wetlands Day, Earth Day, and Coastal Cleanup Day.
- 5) Assist in writing grant applications and reporting as necessary.

### **Specifications:**

- 1) Bachelor's degree or Associate Degree with 2-3 years experience delivering educational programming. Position ideal for a college student or recent graduate.
- 2) Demonstrated ability to lead and provide educational (environmental) programming for multiple age groups. Experience leading groups, preferably in an outdoor setting.
- 3) Behavioral Skills
  - a) Strong work ethic and enthusiasm towards teaching youth.
  - b) Dedication to the conservation of wildlife and natural resources.
  - c) Exhibits confident communication and leadership skills.
- 4) Computer
  - a) Knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)
  - b) Knowledge of online platform Google Drive.
- 5) Physical Job Requirements
  - a) Will be expected to stand or walk for extended periods of time including light hiking over sandy or unstable terrain
  - b) Will be expected to spend a great deal of time on the water; must be able to participate in kayak safety training and outrigger steersperson training (provided).

- c) Must be able to lift 20 pounds, and assist with set up and cleanup of program materials.
  - d) Must be able to work outside in variable weather conditions including heat and sun with potential contact to plants, dirt, insects like bees and spiders, and cactus.
  - e) Requires use of a car/drive safely to get to other locations around the Bay for meetings, programs and special events.
- 6) Other
- a) Good punctuality and time management.
  - b) CPR/First Aid Certification (provided if not currently certified).
  - c) Successfully pass a background check.
  - d) Ability to speak a second language like Spanish a plus, but not mandatory.

**Location:** The position is based at the Peter and Mary Muth Interpretive Center (2301 University Drive, Newport Beach, CA 92660), with programs at the Newport Aquatic Center and Back Bay Science Center. Remote work/telecommuting as necessary.

**Salary Detail and Working Hours:** \$16-\$18/hr, part-time, up to 25 hours/week. Ability to work Tuesday, Thursday, Friday and weekend mornings (typically when hosting educational programs).

**How to Apply:** Apply with a cover letter and resume to: Search Committee, [info@newportbay.org](mailto:info@newportbay.org). Please, no phone calls at this stage. More information about NBC can be found at [www.newportbay.org](http://www.newportbay.org).