



JOB ANNOUNCEMENT

Environmental Educator



Our Education Department is hiring! Are you passionate about sharing the wonders of nature with members of the community? Do you enjoy working with diverse groups of all ages and backgrounds to foster appreciation and stewardship in our watershed? If so, then we want to see your resume!

Working under the supervision of the Director of Education, the **Environmental Educator** is responsible for creating and implementing a wide variety of opportunities that facilitate youth and community learning and engagement with the Laguna de Santa Rosa watershed ecosystem and the work of the Laguna Foundation. This includes developing, teaching, and managing a year-

round schedule of classes, workshops, informational talks, and experiential walks that inspire appreciation for the Laguna. The Environmental Educator develops curriculum for school-based programs, after-school enrichment programming, and summer camp for youth.

Who We Are

The Laguna de Santa Rosa Foundation is nonprofit organization whose mission is to restore and conserve the Laguna de Santa Rosa and inspires public appreciation of this Wetland of International Importance. We collaborate with various stakeholders, including public agencies, the scientific community, community groups, nonprofit organizations, businesses, the agricultural community, and private landowners to restore and conserve the Laguna's wetland habitats. The Foundation also inspires youth and adults to connect with nature through environmental education and community engagement programs throughout the year.

Key Accountabilities

- Develop, teach, and contract with outside professionals and other members of the staff to lead classes, enrichment programs, workshops, outings, and stewardship events in the arts, natural and cultural history, and environmental conservation utilizing digital platforms, the Laguna Environmental Center (LEC), and various field locations throughout the Laguna watershed for diverse audiences in Spanish and English.
 - o Develop education programs and partnerships that serve marginalized communities of the Laguna watershed and create equitable opportunities for engagement in nature.
 - o Ensure that classes run smoothly and professionally by: providing clear, thorough, and timely event information to participants; maintaining clear, thorough, and timely correspondence with event instructors, partners, and volunteers; implementing the class plans including contingency plans. When not the lead teacher, participate in programs to oversee delivery and evaluation.
 - o Drive class attendance and conduct event-related marketing utilizing a variety of tools, including: Laguna Foundation website, the Foundation's monthly e-news and event specific e-newsletter, press releases, on-line calendars, social media sites, and promotion of events to staff and Board, volunteers, and other constituents. Work with marketing volunteers to accomplish goals.
- Develop and lead engaging summer camp experiences at Camp Tule.
- Assist in hiring and training Camp Tule counselors, counselors-in-training, and naturalists.

More on second page.

- Participate in the development of curriculum for new education programs that serve teens including teaching and providing direct services to youth.
- Develop education programs and partnerships that serve marginalized communities of the Laguna watershed and create equitable opportunities for engagement in nature.
- Teach about the Laguna and environmental education best practices during volunteer training for *Learning Laguna* Docents, Guides & Greeters.
- Contribute to organizational-wide outreach materials including social media, newsletters, and annual reports.
- Maintain collegial and collaborative professionalism with Laguna Foundation staff, Board of Directors, volunteers, program participants, partner organizations, and constituents.
- Perform other related duties as assigned.

What We Are Looking For in a Candidate

Required Qualifications

- A combination of:
 - A degree in Environmental Studies, Education, or Natural Resources (or related field); and/or
 - Experience teaching adults, elementary, middle, or high school students in formal or informal settings; and/or
 - Experience as an environmental education or outdoor science program leader or manager.
- Strong written and verbal communication skills in both English and Spanish. Able to design and deliver environmental education programs verbally in Spanish and English and develop written education materials in Spanish and English.
- Demonstrated cultural competence and commitment to justice, equity, diversity and inclusion in the environmental field.
- Knowledgeable about the natural and cultural history of California, Sonoma County, and enthusiasm for the Laguna de Santa Rosa.
- Must be comfortable working outdoors in a variety of weather conditions with safety as the highest priority for groups, along with ability to adapt programmatic elements depending on conditions.
- Comfort and willingness to address and facilitate groups of people in-person and on-line, with group sizes ranging from 10- 100+.
- Experience with Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google platforms.
- Must be willing to work evenings and weekends on a frequent and irregular basis.
- As a member of the staff who will supervise and work directly with minors, a comprehensive background check is required prior to employment (post conditional offer.)

Desired Qualifications

- Demonstrated ability to professionally and successfully interact with a wide variety of people including event participants, community volunteers, scientists, naturalists, and agency leaders to achieve positive, mutually beneficial outcomes.
- Experience with social media platforms, especially Facebook, Instagram, and YouTube; on-line ticketing software such as Eventbrite and with Zoom meetings/webinars.
- Experience with audio/visual equipment and technical equipment for broadcasting on-line programs.
- Self-motivated and enjoys working in a team.
- Flexible; organized and efficient; problem-solving skills; ability to handle multiple priorities and tasks with deadlines.
- Training in first aid and CPR.

Travel Requirements

- Reliable transportation to and from the office building during scheduled workdays; to and from off-site meetings as required; to and from off-site locations for the purpose of delivering educational programs.

More on third page.

Physical Requirements

- Must be able to perform facility set-ups, clean-up and break-downs.
- Bending, lifting up to 20 lbs, grasping, stretching, fine finger motor skills.
- Ability to hike over uneven terrain up to 1-5 miles per day.
- Ability to work at a desk/computer in a shared work space for several hours at a time.
- Ability to respond quickly to sounds.
- Ability to see and respond to dangerous situations.
- Vision abilities include close vision, peripheral vision, depth perception, and ability to adjust focus.
- Mobility required to navigate the two-story Laguna Environmental Center farmhouse office.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

The hourly wage range for this position is \$20- \$23 per hour, based on experience. This is a full-time (40 hours per week) position with a competitive benefits package that includes employer-sponsored health, dental, and vision insurance with 90% employer paid premiums for employees; accrued vacation, 48 hours sick time per year, 14 paid holidays; 2 personal days, and participation in a 403(b) retirement plan.

Schedule

We encourage a work/life balance for our staff and offer flexible schedules to meet the needs of our organization and staff. Some remote work hours may be arranged. Our administrative office and grounds are open to the public by appointment only, Monday – Friday 9:00 am – 5:00 pm. This position will require some weekends and evenings for scheduled events.

COVID-19 Precautions

To maintain a healthy workspace for our staff, volunteers, and visitors, we follow all current federal, state, and local COVID-19 Safety Guidelines. While we do not currently require a COVID-19 vaccination for employment, we strongly encourage all staff to be vaccinated.

How To Apply

Please submit an email to jobs@lagunafoundation.org with “**Environmental Educator**” in the subject line, or mail to the address below.

Submit a resume and cover letter outlining your relevant experience and education, why the position is of interest to you, and what you would bring to the position. List a minimum of three professional references with his/her/their name, relationship to you, email address, and daytime contact information. Attach copies of relevant training certificates and/or degrees. No phone calls please. Please do not submit a photo. Principals only.

Apply early! This position will be open until filled, with an expected start date of October/November 2021.

We will acknowledge receipt of your application. Only qualified applicants will be contacted for an interview. Interviews may be conducted virtually on the Zoom platform or in person. We may not be able to communicate personally with each applicant as to why they are not chosen for an interview.

Laguna Foundation | 900 Sanford Road | Santa Rosa, CA 95401 | www.LagunaFoundation.org

The Laguna de Santa Rosa Foundation is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, veteran status, or any other status protected by laws or regulations.