



**PORTLAND
AUDUBON** 
TOGETHER FOR NATURE

NOW HIRING

Seasonal Assistant Environmental Educator

Application Deadline: Friday, January 24

Job Title: Seasonal Assistant Environmental Educator
Department: Education Department
Reports to: Youth Program Manager
Classification: Seasonal Contract
Employment Dates: June 8-August 30
Salary range: \$15-15.50/hr for 40 hours per week

About the Education Department

Portland Audubon's Education Department reaches approximately 15,000 youth and 4,000 adults each year with programs throughout our Portland Sanctuary, at our cabin and outdoor facilities near Mt. Hood, in greenspaces throughout the State, and in wildscapes internationally through our ecotours program. We collaborate closely with twenty different community-based organizations in the Portland Metro area to deliver over 450 hours of free programming, with a focus on working with families from communities that have been historically disenfranchised.

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 172-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture.

Position Summary

Portland Audubon's Assistant Environmental Educators work throughout the summer to assist in hands-on programs for children of all ages at our Nature Sanctuary and in greenspaces throughout the Portland Metro area, with support from a team of Seasonal Educators and our full-time staff. As an Assistant Educator, you will support nature, adventure and science-based summer camps with children of all ages from June-August, including onsite day camps, field trips, and overnight programs at our cabin or camping in the great outdoors.

We seek applicants with enthusiasm for the outdoors and experience working with children in an informal setting (could be camps, parks, community centers, after-school programs or other similar spaces). This is a great opportunity for people early in their careers who are interested in exploring environmental education. As an Assistant Educator, you will work with a team of seasonal Educators as well as full-time Education staff. You will support the team in preparing and gathering materials for your summer camps, and have the opportunity to develop and lead activities with children as needed. All Educators are responsible for the collaborative facilitation of programs in an outdoor setting and work in a team to run the activities of each program in a safe, fun, and engaging way.

Portland Audubon's Educators work with diverse populations of youth, including youth of color, immigrants, and people from all socioeconomic backgrounds. As such, all Educators need to have a dedication to advancing equity, respecting diversity, and a commitment to creating an inclusive learning experience for all. Candidates with exceptional background and experience in cultural competency and/or advancing organizational diversity, equity, and inclusion (DEI) are highly encouraged to apply. Candidates that have participated in Portland Audubon's TALON program or any other youth development programs with an emphasis on racial, economic, and environmental justice will be highly considered.

Essential Duties & Responsibilities

- Assists Educators to deliver camp activities for children and youth of all ages
- Supports equity, inclusion, and diversity goals for the education department, including highlighting the work of people of color, LGBTQIA and other historically marginalized communities in all of our programs
- Learns and assists in 8-9 weeks of summer camp curriculum, with support from Lead Educators
- Helps Educators arrange program provisions such as transportation, food, and equipment
- Delivers excellent customer service, internally and externally

Preferred Skills & Experience

- 1+ years of experience assisting with programs in outdoor settings or comparable informal learning spaces (e.g. community centers, afterschool programs, museums, etc.)
- Demonstrated cultural competency and enthusiasm for working with diverse populations, including communities of color, immigrants, and underserved communities
- Experience arranging program logistics such as transportation, food, and equipment
- Strong communication and interpersonal skills
- Knowledge of general environmental science or forest ecology preferred
- Second language abilities in addition to English (Spanish, Mandarin/Cantonese, Vietnamese, Somali, Russian) preferred. Native speakers preferred
- Experience in Portland Audubon's TALON or other youth development programs with a focus on racial and economic justice in environmental fields desirable but not required



Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Ability to be certified in Basic First Aid and CPR

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. More background on our diversity efforts can be found at <http://audubonportland.org/about>

How to Apply

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject: "Seasonal Assistant Environmental Educator"

*Employment application available at www.audubonportland.org/about/jobs

EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to: Keia Booker, Human Relations and Equity Manager
ATTN: Seasonal Assistant Environmental Educator, 5151 NW Cornell Road Portland, OR 97210

CLOSING DATE: Friday, January 24, 2020

Interviews will take place February 11, 13 & 14, 2020



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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This position is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>