

**Title:** Environmental Field Instructor

**Employment Status:** Non-exempt employee, .75 FTE

**Wage: \$41,340 + benefits** (\$26.50/hr + benefits)

## **Wisdom of the Elders, Inc. / Environmental Field Instructor**

The Internships are offered in a 12-week segment 2 times a year for a total of 24 weeks commencing in graduation from the ITEK Program. Graduates may be hired onto our WWD, LLC Crew or with one of our partners while some continue in their chosen fields, secondary educational pursuits, or start their own businesses.

### **Required Skills/Experience/Qualifications:**

- Possess a dynamic personality and the energy and enthusiasm for the position
- Possess the knowledge, understanding, and ability to lead interns and other community members in proposed on-the-ground activities involving the ITEK curriculum
- Participate in initial and ongoing training for environmental education that support the WWD intern program and/or advance watershed and conservation goals
- Provide meaningful community outreach to find ideal intern candidates
- Be willing to work with others and teach in a supportive, respectful, and friendly manner
- Willingness to work outside in a variety of weather conditions, in and around poison ivy patches and insect-infested areas
- Strong work ethic and ability to take initiative and act independently in preparing for scheduled teaching assignments
- Strong leadership and communication skills required
- Must be very dependable and punctual
- Must be able to engage with the public, particularly youth, in hands-on, outdoor conservation experiences that build awareness of the importance of protecting and recovering priority and/or at-risk species and habitats and promote stewardship
- Must have a current driver's license and a clean driving record.
- Competency in using Microsoft Office Suite, Google Apps, and basic Internet research techniques

### **Preferred qualifications:**

- Previous experience, training, or knowledge about workforce development, candidate screening, and project management
- Strong organizational and interpersonal skills are required
- Exceptional follow-up skills
- Ability to work independently, prioritize, organize, problem-solve and exercise good judgment
- Ability to coordinate a variety of projects simultaneously, demonstrate flexibility and creativity
- Must possess an extensive understanding of effective job posting strategies and resources

- Must have knowledge in resume building, interviewing, networking, and social media
- Working knowledge of MS Office Suite and basic Internet research techniques
- Ability to work effectively under time pressure and/or deadlines
- Excellent verbal and written communication skills
- Willingness to work flexible, varying hours including evenings and weekends as needed
- Interest and ability to advance a citizen science or water quality monitoring program that addresses community quality water priorities
- Desire to improve citizen understanding of damaging trash and litter impacts in local waterways that affect community health and local economies

**Primary duties:**

- Lead the TEK interns on field-service learning days (16 hr/wk, March-June, September-December)
- Work closely with the ITEK instructor (Dawn) to collaborate with in-class and in-field days. Eg. Site assessments, documentation, and assignments
- Work closely with the Intern Program coordinator (Adrienne)
- Ensure ITEK curriculum is incorporated ITEK internship field days
- Fill out daily reports for all field days
  - Collect and share data with Adrienne Moat for grant reports
- Attend weekly and quarterly program meetings with the WWD team
- Expand local ecological and restoration partnerships
- Attend all bi-monthly staff meetings and weekly intern meetings
- Occasionally attend Wisdom community or program events
- Take photos/videos during intern cohorts to share with the Social Media team
  - (Collaborate with Damien for filming events)
- Contribute to WOTE newsletters (submit to Damien for posting)
- Collaborate with partner organizations to plan field-service learning days
- Maintain tool and gear inventory for internship
- Work with staff to participate and attend meetings in collaborative partnership programs

**Physical Requirements:**

Applicants will work both in a general office setting and outside. Must have tolerance for working outdoors in a variety of weather conditions and exposure to biting insects, poison oak, thorns, etc. Educators must have the ability to safely lift at least 20 pounds. They need to be able to walk over rough terrain, wood-chipped trails, muddy areas, grassy fields, and walk on uneven paths, etc.

**Benefits:**

\*Paid Time Off in addition to the State of Oregon's Sick Pay hours

\*8 paid holidays plus Christmas through New Year off

\*\$200/mo. Health Stipend.

**How to Apply:**

Email your resume to [teresa@wisdomoftheelders.org](mailto:teresa@wisdomoftheelders.org) with Environmental Instructor in the Subject line.

**Application Deadline: Open till filled**