

## POSITION DESCRIPTION

### **Wildlife Education/Outreach Specialist**

<b>Title:</b> Education Specialist	<b>Classification:</b> Non-exempt/Wage
<b>Supervisors:</b> Education Coordinator	<b>Pay range:</b> DOE
<b>Employment Status:</b> Fulltime with benefits	<b>Date Updated:</b> Jan 14, 2020

The Education/Outreach Specialist at Wolf Haven International is responsible for facilitating experiences for youth ages preschool through high school and adult education, onsite and offsite. Outreach to civic groups, libraries, school systems, philanthropic organizations is also a part of this position.

This position will work directly under the supervision of and closely with the Education Coordinator and the Director of Volunteer and Education Services in developing programs and enhancing experiences.

The successful candidate will support the Wolf Haven philosophy that recognizes each animal as an individual whose quality of life matters. Our wolves come first and out of respect for the wildness of wolves we take a hands-off approach to caring for the animals in our sanctuary. We strive to demonstrate sanctuary values of compassion, dignity and respect in all aspects of our work.

#### **Essential Functions**

##### **Education/Outreach**

- Lead programs and offsite booths independently and as part of a team while creating a safe, fun learning environment.
- Participate in continuing and developing relationships with community groups such as, but not limited to, school districts, scouts, church leaders, tribal leaders, Parks and Recreation leaders, civic groups, and college campus communities for a comprehensive education package that can be modified for a wide variety of needs.
- Coordinate education and outreach opportunities.
- Serve as an ambassador for Wolf Haven International at all meetings with the public, be it groups or individuals.

### **Organization and Department Support**

- Assist in maintaining, updating, and developing curriculum, presentation supplies, and materials for on and off-site education including PowerPoint presentations and printed material, as well as materials to be used during events and outreach opportunities.
- Ensure education curricula aligns with Next Generation Science Standards (NGSS) and appropriate Common Core Standards.
- With assistance from the Education Coordinator, stays current with education and state standards for environmental education.
- Provides appropriate supervisory oversight for Education volunteers.
- Assist in the research, development, and implement of creative interactive web-based curriculum/ online environmental educational programming.
- Perform administrative duties and compile data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.
- Contribute and participate as an active part of the team at Wolf Haven International with inspiration, encouragement, enthusiasm and respect. Making sure that ideas and opinions are expressed for the good of the organization.

### **Required Qualifications**

- Bachelor's Degree from an accredited college or university in environmental education, natural science, or related field.
- Energetic and hardworking; passionate about sharing nature/wildlife education with diverse groups.
- An organized and adaptable self-starter; able to manage multiple priorities and schedules.
- Capable in basic computer applications, such as word processing, spreadsheets, and internet usage. Proficient with PowerPoint.
- Schedule flexibility, including some evenings and weekends.
- Ability to travel for outreach, overnight at times, in Washington and Oregon.

- Proficient presentation skills to very diverse audiences from preschoolers to senior citizens and college students.
- Maintain a WA State driver's license and current insurance.
- Finalist candidates must complete background check satisfactorily.

**Preferred Qualifications:**

- Bilingual in Spanish
- Experience in designing and facilitating environmental/wildlife education curricula, lesson plans and activities tied to NGSS curriculum standards and appropriate Common Core standards.
- Photoshop/Graphic Arts experience

**How to Apply:**

To apply for this position, submit the following as a single PDF.

1. Letter of interest - In your letter of interest, state:
  - your experience with these responsibilities and how you meet these qualifications
  - when you would be available to start work
  - that we may contact your references and past employers.
2. Resume.
3. Contact information (phone and email) for 3 professional references.

*Letters of recommendation and college transcripts will be requested for top applicants.* Applications must be received by February 15, 2020. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. No phone calls or drop offs please. Email application materials to: [info@wolfhaven.org](mailto:info@wolfhaven.org).

At Wolf Haven International, we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. We provide equal employment opportunities to all qualified persons without regard to race, religion, gender, age, disability, national origin, sexual orientation, veteran's status or any other protected status. We make employment decisions based on an individual's qualifications, ability to perform the job duties, and contribution to the success of our organization.