



<b>Position Title:</b>	AmeriCorps Urban Environmental Educator
<b>Reports to:</b>	Education Manager
<b>Stipend:</b>	\$2,400/month (before taxes) paid bi-monthly (equivalent of minimum wage at 40 hours/week) paid by Washington Service Corps
<b>Education Award:</b>	\$6,095 at the end of service

**About the Organization:**

Seattle Audubon leads a local community in appreciating, understanding, and protecting birds and their natural habitats. Seattle Audubon is Washington State’s oldest environmental conservation organization and recently celebrated its 100<sup>th</sup> anniversary. We maintain a current staff of 14 and reach a local membership base of approximately 2,800 households. Our recently completed strategic plan, *Seattle Audubon 20/20: Sharpening our Focus*, has articulated growth in all program areas – environmental education, citizen science, urban habitat conservation, and coalition building and engagement.

**Position Summary:**

The Urban Environmental Educator (UEE) will serve as the lead for Seattle Audubon’s teen program, Young Birders, which brings together teens who have an interest in birds and nature in an out-of-school setting. Duties for this program include: recruiting new members, organizing meetings and guest speakers, planning field trips around Seattle and farther afield, engaging adult volunteers to serve as the “bird experts” and chaperones, and creating a welcoming, comfortable atmosphere for teens and their families.

The UEE will support the Finding Urban Nature (FUN) program, an in-school science enrichment program for 3<sup>rd</sup> and 4<sup>th</sup> graders in Seattle Public Schools. FUN aims to excite students about nearby nature in their schoolyard habitats while engaging them in scientific exploration. The UEE will assist with FUN materials management, recruit and train volunteers, coordinate with teachers, and lead FUN lessons in schools. The UEE will also support Fledglings and Friends, Seattle Audubon’s program for preschoolers, and summer Nature Camp for kids entering grades 1-9. Activities associated with both programs include planning and preparing for activities, crafts, and outdoor exploration.

The UEE will assist outreach staff with the administration of the Junior Duck Stamp Conservation program, and will often represent Seattle Audubon at community outreach events. They will also assist outreach staff with the planning and implementation of community meetings, which will include outreach to potential guest speakers such as scientists, authors, and conservation professionals, managing event logistics, and welcoming guests as they arrive at community gatherings.

We expect that the member will support all facets of education and outreach program operations, which may include materials and data management, communicating with participants – both active and prospective – via email, newsletters, and in-person, and will become an integral part of the Seattle Audubon team. We expect the member to gain skills in teaching and program development, connecting community members with urban nature, and serving with an efficient and tight-knit non-profit organization.

## **Preferred qualifications**

- Prior experience in education, environmental science, community outreach, or other related field
- Experience in an informal environmental education setting
- Excellent listening, verbal, writing, and interpersonal skills
- Careful and compassionate communication and volunteer support skills
- Adept with managing a generous load of emails, manipulating Excel spreadsheets, and accuracy with data entry
- Experience interacting with diverse audiences, particularly youth
- Comfortable managing groups of children, teens, and adults
- Knowledge of environmental and place-based education pedagogy and practices
- Ability to manage multiple details and logistics prior to, during, and after events
- Ability to squat, sit on the ground, carry a bin of materials, and keep up with children
- Access to reliable transportation, including public transit and/or bicycle

## **Equal Employment Opportunity Employer**

Though AmeriCorps Service Members are not technically employed by Seattle Audubon, we apply the same selection standards. It is the policy of Seattle Audubon to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, gender, gender identity, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical abilities, protected veteran status, mental or sensory disability, or any other basis prohibited by law. Seattle Audubon strictly prohibits any sexual, racial or other forms of discrimination prohibited by law. Seattle Audubon's new strategic plan was developed with an organization-wide lens of equity, inclusion, and broad engagement. Women, people of color, LGBTQ, and other talented applicants from historically underrepresented groups are encouraged to apply.

## **How to apply**

Qualified applicants should apply through the [Corporation for National and Community Service](#) portal. Applications will be reviewed on a rolling basis and the position will remain posted until filled. No phone calls please.