K-12 Education & Outreach Assistant

Reports to Vice President of Education
Type of Job: Full-time
Published Date

About the position

POSITION SUMMARY:

The K-12 Education & Outreach Assistant directly supports the mission of the Everglades Foundation by assisting in all matters related to operating the Everglades Literacy Education programs: Everglades Champion Schools, teacher trainings, curriculum, and special projects.

PRIMARY RESPONSIBILITIES:

The primary responsibilities of the K-12 Education & Outreach Assistant are to assist with delivery of The Everglades Foundation’s educational programming. Specifically, this position will:

- Provide administrative support to the Vice President of Education
- Work collaboratively with the Education Program Managers in planning, coordinating, and delivering Everglades Literacy K-12 teacher trainings
- Work with Program Coordinators to prepare, pack, and ship materials for teacher trainings
- Assist with the planning and implementation of outreach events and activities, including teacher symposium, fieldtrips, STEM/STEAM nights, classroom presentations, Everglades airboat tours, and other school-designated activities
- Perform data entry and other general office tasks such as typing, copying, printing, filing, binding, packing, and shipping
- Schedule and attend school fieldtrips in collaboration with community partners
- Assist the Development department with Everglades educational tours

Accountability:

The K-12 Education & Outreach Assistant reports directly to the Vice President of Education and works closely with and under the guidance of the Education Program Managers.

This job description accurately reflects the K-12 Education & Outreach Assistant position as currently configured. However, this job description is not meant to be an exhaustive list of all of duties an employee in this position may be expected to perform. Employees are expected to perform all other duties as may be assigned and/or directed.

This job description may be changed to include new responsibilities and tasks, or change existing ones, at any time, as the Foundation deems necessary.

Equal Employer Opportunity Statement:
The Everglades Foundation is an equal opportunity employer, and it is its policy to ensure equal employment opportunity for all qualified individuals relating to recruitment, hiring, training, promotion, demotion, compensation, retention, discipline, separation, and other employment practices. The Foundation affords equal protection against discrimination to job applicants as it does for Foundation employees.

The Foundation will also ensure that any qualified, disabled employee or applicant who can perform the essential functions of a job, with or without reasonable accommodation.

How to Apply:
Click here to apply on Indeed or send a detailed cover letter and resume to Jennifer Diaz, Vice President of Education, at jdiaz@evergladesfoundation.org

Requirements
Knowledge, Skills, and Abilities:
- Proficient in Microsoft Office, database management, email, internet use and research, etc.
- Experience presenting in front of groups a plus
- Able to work with diverse and multi-disciplinary teams
- Excellent time management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Punctual, reliable, and self-directed
- Able to proactively solve problems and think analytically
- Able to work effectively and efficiently
- Must be flexible and willing to work irregular hours, including evenings and weekends
- An optimistic outlook and enthusiastic attitude
- A passion and enthusiasm for the Everglades and/or the environment

Qualifications:
- Associate’s degree required, Bachelor’s degree preferred
- At least two years’ work experience in education, environmental education, or an environmentally-focused role
- Experience working with students and teachers in an educational setting preferred
- Valid driver’s license, reliable transportation, and the ability to travel regularly throughout Miami-Dade county
- This position works where children regularly congregate and in accordance with Florida Statutes. Applicants must pass criminal sexual predator and sexual offender background checks. Successful applicants will also be subject to local, state, and FBI background checks, including fingerprinting

Mental and Physical Requirements:
To perform this job successfully, an individual must meet the above minimum qualifications and be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below:
- Ability to sit or stand for extended periods of time
• Ability to concentrate and analyze information for extended periods of time
• Able to proactively solve problems and think analytically
• Ability to make sound, prompt decisions
• Ability to read and write
• Manual hand dexterity required to operate IT devices and complete paperwork
• Endurance to work long hours, including nights and weekends

Salary
$17.50 - $19.50 per hour commensurate with experience

About us
Since 1993, The Everglades Foundation has been the leading champion for the restoration of America’s Everglades. The team provides bipartisan solutions backed by sound scientific research. Through science, advocacy, and education, The Everglades Foundation is devoted to restoring and protecting America’s Everglades for future generations.

As a science-based nonprofit, The Everglades Foundation operates at the boundaries of science and policy, transforming the latest scientific research into economically sound policy solutions for local, state, and federal governments. The Everglades Foundation understands the challenges of implementing ecosystem restoration and protection and has unique experience in guiding state and national leadership to invest in and restore one of our nation’s great treasures and one of the world’s most important wetland ecosystems.

The Foundation is a 501(c)(3) non-profit and a responsible employer that seeks to recruit and retain outstanding, high-performing professionals who are at the top of their fields to thrive in a dynamic, mission-driven culture committed to excellence, innovation, collaboration, and diversity.

Location
Palmetto Bay, Florida, USA