



# Position Announcement

## Education Assistant

**6-Month Term Position from January 2019—June 2019, Part-time, hourly (15-25 hours per week)**

**Organization Overview:** Shirley Heinze Land Trust is a 501(c)(3) non-profit organization established in 1981 to preserve and protect the unique ecosystems throughout Northwest Indiana. It manages over 2,400 acres in Lake, Porter, LaPorte, and St. Joseph Counties. The mission of the organization is twofold:

To protect habitats and ecosystems of Northwest Indiana through acquiring, restoring and protecting environmentally significant landscapes for present and future generations, and to inspire and educate people of all ages about the value of land conservation to protect our natural world and enrich our lives.

**Position Overview:** The Education Assistant is responsible for implementing field and classroom educational activities associated with the Mighty Acorns and CIMBY environmental education programs for 3rd through 12th grade students. The Education Assistant works closely with partner organizations including the Field Museum and Dunes Learning Center to organize and implement on-site environmental education. Other responsibilities may include assisting with other outreach events, assisting with the volunteer program, or developing interpretive signage on an as-needed basis. The Education Assistant reports to the Programs Manager.

### **Responsibilities:**

- Facilitate field and classroom activities associated with the Mighty Acorns and CIMBY environmental education curriculums;
- Collaborate with classroom teachers and representatives of the Field Museum, Dunes Learning Center and other partners;
- Assist with organizing, coordinating, and leading various outreach events such as hikes, presentations, field trips, and workshops on an as needed basis;
- Other duties as assigned.

### **Qualifications:**

- Bachelor's Degree in Natural Sciences, Biology, Education, Environmental Science or Parks/Recreation preferred;
- Knowledge of the flora and fauna of the Northwest Indiana region preferred;
- 2 years of teaching experience in formal or non-formal setting is highly preferred;
- Excellent verbal, written, and organizational skills;
- Excellent teacher/naturalist skills;
- Great independent worker and team player;
- Must be able to physically able to work outdoors in all weather conditions and hike several miles over various terrains while carrying a 20-pound backpack;
- Possess a valid driver's license and have reliable transportation (vehicle).

**To Apply:** Email cover letter, resume, and 3 references including name, relationship, phone number, and email address to Sarah Barnes, Programs Manager at [sbarnes@heinzetrust.org](mailto:sbarnes@heinzetrust.org)

Position is open until filled.