



JOB POSTING - Education Program Assistant

COLORADO RIVER ALLIANCE

BACKGROUND

The Colorado River Alliance is a not-for-profit organization that champions the long-term vitality of the Texas Colorado River through education and engagement. (More info at www.ColoradoRiver.org.) We are seeking a thoughtful, energetic professional to join our team as a part-time Education Program Assistant for the Colorado River Alliance's Redbud Education Program and Mobile River Program.

The Redbud Field-Trip Program teaches elementary-school students and other visitors the importance of protecting the Texas Colorado River and takes place at LCRA's Wilkerson Center for Colorado River Education. The Texas Colorado River Rolling Exhibit (Mobile River) program is a water science-center-on-wheels that visits Austin Independent School District 7th graders, educators and community members vital concepts such as water conservation, aquatic science, the uses of water, and healthy river ecosystems.

POSITION OVERVIEW

The Program Assistant's principal duties focus on (1) supporting Program Managers as lead teacher/docent at least one full school day per week (2) assisting with overall program coordination including volunteer and intern management, data evaluation, communication with teachers and overall day-to-day program activities and operations (3) helping plan and coordinate environmental engagement programs, such as creek clean-ups and restorations.

JOB RESPONSIBILITIES

PROGRAMS

- Serve as primary back-up to Mobile River Program Manager, leading trailer visits and classroom instruction and managing interns at least once per week during the school year.
- Serve as back-up educator or lead teacher when needed for Redbud program, including set-up/breakdown, teaching and running of field trips.
- Assist in maintaining teacher correspondence for Redbud and Mobile River program including marketing of programs, scheduling of field-trips, and program updates.
- Help coordinate creek clean-ups, restorations and green gardening days with Program Managers. Assist in communication with Watershed Protection Department regarding creek site management plans.
- Assist in processing program evaluations, enter data and maintaining files.

VOLUNTEER MANAGEMENT

- Assist in maintaining correspondence with interns and volunteer docents including marketing of programs, scheduling, program updates, and help coordinate volunteer appreciation events.
- Represent the Alliance at tabling events, especially events to recruit new interns and volunteers. Help seek out new recruitment opportunities around the community.
- Assist with and conduct volunteer orientations and trainings.
- Assist with updating and maintaining all community calendars with CRA volunteer opportunities.

GENERAL ALLIANCE RESPONSIBILITIES

- Support CRA staff during events and programs, like the Lake Travis Cleanup, Cocktails on the Colorado Gala, and public-engagement efforts.
- Represent CRA to the public and help spread the message and mission.
- Provide support for the Executive Director and Board members as requested.
- Co-manage social media and online communications with other team members.
- Be a team player and help with tasks associated with the running of a small office such as answering the phone, making copies, stocking the office, filing, keeping the kitchen clean, coordinating meetings, etc.
- Occasionally take on non-traditional tasks as needed, such as running errands for programs, participating in outdoor recreational programs, etc.

MINIMUM REQUIREMENTS

- Bachelor's degree or the equivalent experience in volunteer and program coordination.
- Experience working with children and community members.
- Basic background in environmental science, aquatic science, or a relevant STEM discipline preferred.
- Ability to speak Spanish preferable, but not required.
- Excellent interpersonal skills as well as verbal and written communication skills.
- Ability to make public presentations.
- Demonstrated PC computer literacy (Word, Excel, basic website content administration and social media).
- Favorable results of all necessary background checks.
- Ability to drive to various locations around Austin to meet and work.
- Flexibility for some weekends and potential overnight trips upstream and downstream (only a few per year).
- Position includes regular lifting of objects up to 40 lbs. and daily outdoor work.

POSITION DETAILS

Compensation is paid on an hourly basis and will start at \$15 an hour, commensurate with experience. **This part-time position is not eligible for benefits.** Expected Start Date: August 19, 2019. The position would work approximately 15-25 hours per week during the school year, depending on frequency of scheduled field trips and programming. During the Holiday break and summer, hours per week will decrease to an as needed basis.

The part-time Education Program Assistant reports directly to the Mobile River Program Manager and Redbud Program Manager as a secondary manager and works collaboratively with Alliance staff and volunteers.

The Program Assistant may travel up to a few weeks per year, working inside an air-conditioned/heated mobile education facility, attending public events, and working at approximately 20 school campuses in Austin and across the Texas Colorado River basin annually. Daily travel may include transporting education equipment in a personal vehicle. The Program Assistant is asked to work with the Program Manager to help maintain mobile-facility support systems like generators and batteries. The Program Assistant works and transports gear in a variety of weather conditions, including heat and rain.

The Colorado River Alliance is committed to providing a non-discriminatory employment environment for its employees. As an Equal Opportunity Employer, we do not discriminate on the basis of age, religion, gender identity, sexual orientation, ethnicity or national origin, socioeconomic class, or physical impairments.

Applications, including a letter of interest, a resume, and three references, will be accepted online only. **Please [follow this link](#) to apply.** Applications will be reviewed as they are received, and this position is open until filled.