



## **JOB POSTING - Education Program Assistant**

### **BACKGROUND**

The **Colorado River Alliance** (the Alliance) is a not-for-profit organization that promotes educational awareness, appreciation, and stewardship of the Texas Colorado River as a sustainable resource for the quality of life and economic well-being of future generations. (More info at <https://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 Education Programs, namely the Redbud Field Trip Program.

The **Redbud Field-Trip Program** teaches elementary-school students and other visitors the importance of protecting the Texas Colorado River. The program takes place at LCRA's Wilkerson Center for Colorado River Education, a five-acre, riverside, outdoor exhibit space that focuses on the history and importance of the Colorado River. On a Redbud Field Trip, students learn about the geology and geography of Texas, drinking water sources, healthy watershed attributes, pollution and the water cycle, physical properties of water, and water conservation methods.

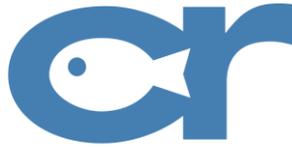
### **POSITION OVERVIEW**

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

### **JOB RESPONSIBILITIES**

#### **PROGRAMS**

- Assist in maintaining teacher correspondence for the Redbud Program including marketing of programs, scheduling of field-trips, and program updates.
- Serve as lead instructor for Redbud program, including supervising interns/docents, set-up/breakdown, and teaching lessons when needed.
- Serve as primary back-up to Mobile River Program Coordinator, leading trailer visits and classroom instruction and managing interns as needed.
- Help coordinate cleanups and other outreach events with Program staff.
- Assist in processing program evaluations, entering data and maintaining files.



COLORADO RIVER ALLIANCE

### **VOLUNTEER MANAGEMENT**

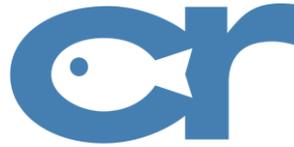
- Assist in maintaining correspondence with interns and volunteer docents including marketing of programs, scheduling, program updates, and help coordinate volunteer appreciation events.
- Represent the Alliance at tabling events, especially events to recruit new interns and volunteers. Help seek out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

### **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 area clean, coordinating meeting logistics, etc.
- Occasionally take on non-traditional tasks as needed, such as running errands for programs, participating in outdoor recreational programs, etc.

### **MINIMUM REQUIREMENTS**

- Previous CRA internship experience
- 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.



COLORADO RIVER ALLIANCE

**POSITION DETAILS**

Pay range: \$20/hr. **This part-time position is not eligible for benefits.** Expected Start Date: August 19, 2024.

The position would work approximately 30 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 Program Director and Mobile River Program Coordinator as a secondary manager, and as needed and works collaboratively with Alliance staff and volunteers.

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.

To apply, please email your resume, cover letter, and three professional references to [katie@coloradoriver.org](mailto:katie@coloradoriver.org). Applications will be reviewed as they are received, and this position is open until filled.