VISITOR CENTER MANAGER/ENVIRONMENTAL EDUCATION SPECIALIST

Research Associate Program

Published: November 11, 2015

Location
Nevada

Job Type
Full-time

Category
Research Associate Program

DESCRIPTION

The Great Basin Institute, in cooperation with the U.S Fish & Wildlife Service, is recruiting a Visitor Center Manager/Environmental Education Specialist at Ash Meadows National Wildlife Refuge (Clark County, NV). The Specialist will work collaboratively with Refuge staff to manage and implement a variety of visitor service programs. Programs will mainly revolve around managing a visitor center, interpretation, education and volunteers. Specific tasks include:

• Open and develop operating procedures at a new visitor center
• Develop and present a variety of interpretive programs;
• Development of interpretive materials such as brochures, pamphlets, exhibits, website updates, education kits, social media and signs;
• Develop and present environmental education programs;
• Prepare and conduct teacher training and orientation programs;
• Hire and supervise volunteers working in the visitor center

Compensation:
• Rate of pay: $21.00/hour
• Medical and dental benefits
• Personal leave accumulation
• Housing available at a reduced rate in shared bunkhouse for the first 30 days to help with relocation

Timeline:
• January 2016 – January 2017, with extension pending on favorable performance reviews (funding available until November/December 2017)
o Full time, 40 hours per week
o Minimal overtime may be required

Location:
Nye County, NV, Ash Meadows NWR

Qualifications:
o Bachelor’s degree in education or related coursework and commensurate field experience;
o Experience working in a visitor center;
o Experience developing and implementing environmental education and outreach programs and curricula;
o Experience conducting interpretation, highly desirable;
o Experience recruiting, training and/or managing volunteers;
o Experience living or working in, and/or knowledge of Mojave Desert (preferable) or desert ecosystems and natural/cultural resources, desirable;
o Experience creating interpretive materials (e.g.: pamphlets, posters) or displays;
o Knowledge of and/or experience developing multi-media programs, desirable;
o Motivated, self-starter who is detail oriented and capable of working with little direct supervision;
o Flexibility to handle competing and changing priorities;
o Ability to communicate effectively with a diverse public in a variety of forums;
o Ability to speak English and Spanish conversationally, desirable but not required;
o Ability to work in harsh and rapidly changing environments; and
o Possess valid, clean, state-issued driver’s license.

How to Apply:
Qualified and interested applicants should forward a cover letter, their résumé, and a list of three professional references to RA Recruitment at RArecruitment@thegreatbasininstitute.org. Please write, “Ash Meadows Environmental Education Specialist” in the email subject line and include in your cover letter where you found this position posted.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.
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