



**Conserving native species and habitats through  
restoration, research, and education**

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**JOB ANNOUNCEMENT: Ecological Educator**

Albuquerque

Applications due by April 15<sup>th</sup>, 2018

The Institute for Applied Ecology (IAE) is a nonprofit organization whose mission is to conserve native species and habitats through restoration, research and education. Our Southwest Program works in New Mexico and Arizona. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, provide native species education opportunities and materials, and conduct on-the-ground habitat restoration and applied research.

IAE Southwest Program seeks to hire an Albuquerque-based Ecological Educator that will work with our Santa Fe office education staff to deliver the 2018 Forest Bound summer program (<https://appliedeco.org/forest-bound-launches/>). The Forest Bound program utilizes place-based, interdisciplinary lessons from the native plant curriculum "From Ponderosa to Prickly Pear, Exploring the Native Plants of New Mexico" (<https://appliedeco.org/programs/education/about-project-botany/project-botany-new-mexico/>). The goal of Forest Bound is to provide an opportunity for Santa Fe and Albuquerque high school students to learn about careers in natural resources and gain skills in native plant ecology in an experiential learning setting.

This is an exciting opportunity for an Ecological Educator to contribute to the development of a unique program and to work with a team of enthusiastic educators and botanists. It is an ideal position for educators who like working outdoors and who seek time-off for vacation during the summer. Forest Bound is offered for three weeks in the Santa Fe National Forest, and three weeks in the Cibola National Forest during the following dates:

**Santa Fe National Forest**

**--June 4 – 8**

**--June 25 – 29**

**--August 6 – 10**

**Cibola National Forest**

**--June 11 – 15**

**--July 9 – 13**

**--July 23 – 27**

The Albuquerque-based Ecological Educator would lead the program in the Cibola National Forest and occasionally assist in the Santa Fe National Forest. Work schedule is 40 hours/week for 4 Forest Bound Sessions (1 Santa Fe + 3 Cibola) plus flexible part-time schedule to complete other work.

Albuquerque-Based Ecological Educator Responsibilities:

- Forest Bound Curriculum
  - Provide review and input to lesson plans and program development/structure

- Occasional trips to Santa Fe to meet with Forest Bound education team
- Forest Bound Summer Program
  - Cibola National Forest
    - Help with recruitment of youth participants
    - Assist with coordinating program volunteers
    - Transport 10 students in an IAE supplied van
    - Coordinate snacks, breaks, and team building exercises outside of standard curriculum
    - Communicate with “Green Career” mentors to confirm presentation dates and times
    - Lead daily lessons, stay on schedule, and work with other Forest Bound educators, oversee/integrate their lessons
    - Organize and replenish supplies before and after each teaching day
    - Manage evaluation forms at end of each week (from students, co-educators, volunteers)
    - Debrief with co-educators on curriculum and adjust lessons as necessary
  - Santa Fe National Forest
    - Shadow Santa Fe team the first week in the Santa Fe National Forest
    - Provide backup support for Forest Bound team in the Santa Fe Forest as needed and available

### **Minimum Qualifications**

The ideal candidate will have experience in education and/or directly working with high school students in a leadership role. Background in environmental sciences, botany, and/or ecology is preferred.

- Bachelor’s Degree
- School background check to be able to work with students
- Experience leading students in an educational or group setting (teaching, summer camp, outdoor programs)
- Outgoing, energetic, and flexible. Excellent interpersonal and verbal skills
- Experience in working in a team setting, engaging in public speaking, and facilitating groups
- Organized and able to adapt and implement lesson plans with ease
- Proficient in using computer programs (email, MS Word, Excel, etc.)
- Able to provide a safe environment
- Valid New Mexico driver’s license

### **Preferred Skills**

- Coursework or degree in botany, ecology, or related natural resources field
- Teacher training
- Experience and familiarity with New Mexico native plant species
- Basic First Aid Training

### **Compensation and Start Date**

- Pay is \$19.00 per hour. This is a temporary position (full time during week-long sessions) with no benefits.
- Position is 30 days total (from May 15<sup>th</sup>-July 31<sup>st</sup>) with opportunity for extension depending on funding. Note: May 15<sup>th</sup> start date is necessary for educator training and to contribute to lesson plan development prior to first session on June 4<sup>th</sup> (flexible part-time schedule until first Forest Bound session).

## How to Apply

To apply for this position, submit:

- Letter of Interest (In your letter of interest state any date conflicts you may have between May and August.)
- Resume or CV
- Contact information for three references
- Email applications to: [sara@appliedeco.org](mailto:sara@appliedeco.org)

**Applications must be received by midnight (MST) April 15<sup>th</sup>, 2018.** Applications will be reviewed as received and until the position is filled. Incomplete applications will not be accepted. *We can only accept applications from US citizens or those who hold a Green card or work visa. Non-US residents must supply a copy of their work visa. IAE is an Equal Opportunity Employer.*

*IAE supports diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.*

For more information about IAE or Forest Bound, visit our websites at [www.appliedeco.org](http://www.appliedeco.org) and [npsnm.org/curriculum-resources](http://npsnm.org/curriculum-resources). Please direct any questions to Sara Digby, Native Plant Society of New Mexico Outreach Coordinator and Ecological Educator, Institute for Applied Ecology. Email: [sara@appliedeco.org](mailto:sara@appliedeco.org); Phone: 360.927.2147.