

**Title:** Education Assistant (bilingual)  
**Classification:** Non-exempt (18 hours/week, 9 months/year)  
**Reports to:** Education Manager  
**Rate:** Rate range: \$19.00-\$20.00 per hour

**Position Summary:**

The Education Assistant (bilingual) is responsible for facilitating the Museum's educational programs for youth and multigenerational audiences, primarily in underserved communities in Santa Cruz County. This position requires Spanish language fluency and a willingness to work in a variety of outdoor settings.

**Specific Responsibilities:**

Program Support

- Serve as a primary instructor for educational programs at various outdoor field sites, including the Watsonville Environmental Science Workshop
- Assist in the development, organization and preparation of program activities and materials
- Lead outreach efforts to target specific audiences for inclusion in educational programs
- Provide logistical support during educational programs, public programs and special events
- Provide supervision and support to volunteers participating in educational program delivery
- Participate in ongoing training and evaluation activities

Administration

- Routinely maintain program logs and enter information into the Museum's CRM database
- Assist Education Manager with program coordination and scheduling
- Oversee the organization, maintenance, and security of program materials
- Assist with the development, distribution, and analysis of program evaluations
- Participate in Museum staff meetings and special events (as available)

**Essential Requirements:**

- Fluency in Spanish is required
- Experience working with school-aged children, preferably in an Environmental Educator role
- Knowledge of Santa Cruz natural and cultural history - especially as it relates to watershed science, native plants, and indigenous culture
- Excellent public speaking skills - as it may relate to conducting an educational field trip
- Superb written communication skills with attention to accuracy, detail, and succinctness - specifically with reports, contracts, social media, and email correspondence
- Graceful conflict management skills, and ability to be polite, personable, and diplomatic in relationships with partners, visitors, volunteers, donors, educators, and the media
- Proficiency working with Google Workspace Apps, Microsoft Office, and a willingness to learn new systems
- Knowledge of child development and strategies for engaging students of varying ages
- Superior time management skills
- Valid driver's license and access to reliable transportation for travel to field sites withing Santa Cruz County (mileage reimbursement provided)

**Preferred Qualifications:**

- Bachelor's Degree in a related field
- Experience leading groups of up to 40 people along uneven terrain in sometimes inclement weather
- Coursework in Elementary Education, Environmental Education, or Interpretation
- Experience working with volunteers of diverse ages and backgrounds
- Interpretive Certifications from National Association for Interpretation or similar professional organization
- Certification in CPR, Basic First Aid, and/or Wilderness First Aid

**Work Environment:**

- Standard office environment with significant time outdoors as well as occasional work throughout the Museum
- Frequent sitting, standing, walking, bending and climbing stairs with occasional lifting of moderate loads (up to 50 lbs.)

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

**To Apply:**

Interested candidates can apply by submitting a cover letter along with a detailed resume to: [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org) with the subject line: **Education Assistant (bilingual)**.

Please direct questions relating to this position to Angela Ward @ [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org).