

Title: Education Assistant (bilingual)
Classification: Non-exempt (18 hours/week, 9 months/year)
Reports to: Education Manager
Created: October 2022

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 audiences for inclusion in educational programs
- Provide logistical support during educational programs, public programs and special events
- Participate in ongoing training and evaluation activities

Administration

- Routinely maintain program logs and databases
- 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

Essential Requirements:

- Fluency in Spanish is required
- Experience working with school-aged children, including High School students
- Interest and curiosity in learning about the natural and cultural history of Santa Cruz
- Public speaking skills as it may relate to conducting an educational field trip
- Written communication skills with attention to detail
- Conflict management skills
- Experience working with Google Workspace Apps, Microsoft Word, Excel, PowerPoint 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 personal vehicle (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 with the subject line: **Education Assistant (bilingual)**.

Please direct any questions relating to this position to employment@santacruzmuseum.org.