



Job Description – Full Time Wetland Educator

Organization Overview:

Little River Wetlands Project (LRWP) is a 501(c) (3) nonprofit land trust founded in 1990 by a group of citizens concerned that 85% of Indiana's wetlands have been destroyed. Our mission is to restore and protect wetlands in the watershed of the Little River, a major tributary of the Wabash River, and to provide educational opportunities that encourage good stewardship of wetlands and other natural ecosystems. We protect 1,229 acres in Allen and Huntington Counties in Indiana, including five wetland nature preserves and a 140-acre conservation easement on private land. Our free wetland education programs that include community events, hikes, nature presentations, children's field visits, family programs and more serve about 12,500 people annually.

Position Overview:

The Wetland Educator (WE) is responsible in creating a safe and fun environment while implementing all of LRWP's public and requested programs that range from preschool to senior programs. The Wetland Educator is responsible for education during large community-wide events including Earth Day Fort Wayne, Urban Turtle Festival and Monarch Festival. The Wetland Educator must be willing to create strong relationship with volunteer trail guides and partner organizations. This full-time position reports to Director of Preserves and Programs (DPP) for all programs and activities.

Responsibilities

- Develop and implement programs/community outreach for all segments of the community to promote the mission and strategic vision of LRWP. These programs will include but are not limited to the following:
 - Create hikes and educational/stewardship opportunities that focus on wetlands
 - Develop and implement programs taught by experts
 - Develop and implement educational opportunities for middle and high school students, including research projects, science fair projects, classroom projects
- Develop and implement training programs and materials for LRWP trail guides
- Market, recruit and facilitate high school and collegiate internships
- Maintain data base and statistics for all programs, activities, outreach opportunities, volunteers, and related organizational information. Analyze data for use to support organizational planning, programs, grant requests and government filings
- Assist with the development, writing, and distribution of outreach/educational/program materials, brochures, educational handouts, such as self-guided trail brochures, birding lists, plant lists and mammal lists
- Event coordination for community events
- Coordinate with other staff to manage facility resources
- Supervised by Director of Preserves and Programs
- Other duties as assigned

Preferred Qualifications and Skills

- Passionate advocate for wetlands, habitat restoration, and wetland education
- Undergraduate degree in relevant field of study strongly preferred
- Minimum of 2 years of experience in related field strongly preferred
- Ability to work independently and with a team
- Excellent oral and written communication skills with strong presentation skills
- Professional with excellent interpersonal skills and a positive, enthusiastic attitude
- Outgoing personality with the ability to establish working relationships with a broad range of individuals and organizations
- Ability to multi-task to maintain and organize programs and event information, and to organize and manage large groups during programs
- Ability to work in all weather conditions, lift and transport program materials, hike up to 2 miles over uneven terrain and otherwise participate in field educational activities and programs
- Ability to pass a background check and work with individuals of all ages and abilities
- Ability to delegate tasks to other staff and volunteers
- Experience with volunteer coordination
- Proven organizational and time management skills
- Proficient in Microsoft Office and internet savvy, familiar with Signup.com and Google Accounts
- Proficient in use of office equipment and common office computer applications, development of Power Point programs, and use of projectors and other presentation equipment
- Familiarity with Indiana's natural communities of plants and animals is desirable
- Self-directed and mission driven with strong integrity and passion for the mission of LRWP
- Possess valid driver's license and dependable vehicle

Parameters

- Full Time (40 hours/week), non-exempt
- Salary, no overtime
- Benefits available
- Limited travel

To Apply: Email cover letter stating salary requirements, resume and three references including name, relationship, phone number and email address to Betsy Yankowiak, Director of Preserves and Programs at info@lrwp.org. Position opened until filled.