



ALLEGHENY LAND TRUST

ENVIRONMENTAL EDUCATION ASSOCIATE EMPLOYMENT OPPORTUNITY

Title: Environmental Education Associate

Type: Full Time, 40 hours/week

Status: Exempt, Salaried

Office Location: Sewickley, PA

Reports To: Senior Director of Education and Curriculum

About Allegheny Land Trust

Founded as a 501(c)(3) nonprofit in 1993 in response to the rapidly declining amount of green space in Allegheny County, Allegheny Land Trust (ALT) has protected more than 3,800 acres to preserve our region's unique natural beauty, provide accessible outdoor recreational opportunities, improve water quality, sustain biodiversity, and enhance the overall quality of life for all. ALT's strategic priorities are land conservation, land stewardship, community conservation, and environmental education. More information can be found at alleghenylandtrust.org.

Position Summary

The Environmental Education Associate is a full-time employee who will create and maintain positive partnerships with schools and partners around the region. The Associate will organize, schedule and teach outreach programs and field trips for local school districts and summer camps. They will maintain and manage all educational materials. While operating independently, they will seek guidance on complex problems and offer general support in our Marketing, Land Stewardship and Land Conservation departments.

Principal Duties and Responsibilities (Essential Functions)

- Identifies, cultivates and maintains partnerships with school districts and summer camps around the southwest PA region.
- Creates, schedules and implements outreach programs in school districts, summer camps and partners. Works with senior staff to market and promote programs.
- Creates, schedules and implements field trips to ALT conservation areas.
- Prepares and maintains education materials including presentations, visual effects, audio effects, maps, lesson materials, etc. Centrally manages distribution, collection, maintenance and storage of materials for each program.

- Ensures casual education staff have proper materials and training to effectively execute education programs.
- Gathers materials for scheduled education programs and replaces materials back in their rightful place upon completion of the program.
- Collaborates with Stewardship staff to plan, create and implement new public community events highlighting ALT conservation areas.
- Teaches additional programming as needed.

Job Specifications

- Knowledge of state learning standards, education initiatives, curriculum and lesson plan design principles and education core competencies as may be obtained with a 4-year degree in education or related field and or five years or more experience in traditional and non-traditional teaching environments.
- Ability to hold and maintain Act 34, 151, 114 clearances and certification in Mandated Reporter training, CPR and First Aid.
- Ability to read and write at an advanced level to create lesson plans for students of diverse ages, backgrounds and abilities.
- Ability to think creatively to develop programs that enhance learning experiences for students of all abilities and backgrounds.
- Comprehensive knowledge of local natural history, flora and fauna.
- Ability to organize materials and schedules to maximize staff efficiency and execute high quality programs.
- Ability to travel by automobile to work at ALT conservation areas and surrounding educational facilities as needed. Hold and maintain valid PA driver's license.
- Occasional night and weekend work as needed.

Working Conditions

- Normal office and classroom conditions approximately 70% of work time. Working outside in a variety of conditions approximately 30%. Includes walking on uneven terrain, hiking 3-4 miles at a time, and working in adverse weather conditions.
- Lifting supplies and moving materials of maximum 35 lbs.
- Regular travel by automobile to program and workshop locations. Occasional airline and overnight travel to national conferences for professional development and presentations.
- Remote Work and Home Office - Allegheny Land Trust allows employees to work a pre-approved hybrid schedule to support work-life balance and efficiency. Expectations for remote work are reliable electricity and internet connections in a relatively distraction-free environment.

Compensation: \$35,000 to \$40,000 Annually

Allegheny Land Trust is a mission focused nonprofit that conserves and cares for local land for the health and well-being of current and future generations. We achieve this mission by recruiting and retaining highly skilled and passionate team members through a diverse compensation and benefits package.

Salaries are benchmarked to remain competitive in the marketplace. Generous paid time off includes, ten vacation days that increases as years of service increases, four personal days, ten sick days and eight holidays. ALT promotes a healthy work-life balance, so we expect staff to step away for family vacations, doctor's appointments, school activities and community volunteering.

ALT offers a choice in comprehensive health insurance coverage for the employee and their entire family. The employee only pays 18% of the plan's premium cost. ALT pays the remaining premium for the whole family. Dental and vision plans are covered 100% by ALT for the employee and their entire family. A retirement plan with up to 3% employer contribution is available after one full year of employment.

This is all supported by individual professional development plans created by each employee and a generous professional development budget for each team member to continue to develop their skills and goals. Allegheny Land Trust is focused on the mental, physical and overall well-being of our team, and we represent that in the benefits we offer.

Application Process

- Send a cover letter and resume to Emilie Rzotkiewicz at erzotkiewicz@alleghylandtrust.org
- Application materials must be received no later than March 31, 2023.
- After March 31, all resumes and cover letters will be evaluated through a numbered rubric system, identifying the desired skills and job requirements described above. Those with clear alignment with the job will be pulled for further investigation of the resume and cover letter. Be sure to include in your cover letter how your experiences meet the requirements of the job. We would anticipate approximately 2-5 people will be interviewed for the position and hope to have the position filled by May 1, 2023.

Allegheny Land Trust is an equal opportunity employer committed to diversity, equity, access and inclusion. Allegheny Land Trust will not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, or gender identity.