



## **Habitat Educator + Property Assistant**

### **About Us:**

MEarth is a dynamic environmental education nonprofit that works with over 5,500 community members from across Monterey County annually, through our four core programs: NatureConnect, ClassroomConnect, FoodConnect and CommunityConnect.

Over the last 17+ years, our team has helped steward the development of the 10-acre Hilton Bialek Habitat, an award-winning environmental education center located at the mouth of Carmel Valley (adjacent to Carmel Middle School). We are looking for an enthusiastic addition to our team and can't wait to meet you!

*Our mission is to educate + inspire through environmental stewardship.*

[www.MEarthCarmel.org](http://www.MEarthCarmel.org) | [www.Facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

### **About the position:**

We're looking for an educator to support our ongoing outdoor education programs that take place on the award winning Hilton Bialek Habitat. This is a great opportunity for someone who loves being outside, and has experience in edible gardening, nutrition + sustainability education. Experience working with students from a diversity of socio/economic/cultural backgrounds, a plus!

### **Responsibilities include but are not limited to:**

- 1) **ClassroomConnect - Middle School restoration education**
  - a) Support 6th, 7th and 8th Grade restoration activities through Carmel Unified School District and other district partners through our ClassroomConnect programs which provide restoration education and support to MEarth and the Hilton Bialek Habitat
  
- 2) **FoodConnect + NatureConnect + CommunityConnect - Habitat Education**
  - a) Design and facilitate education programs that utilize the Garden, Green Building, and Habitat for educational activities
  - b) Lead activities for out of school activities such as afterschool programs + camps
  - c) Support all MEarth events
  - d) Lead fee for service programs on weekends and evenings as assigned

- 3) **Property Support - Habitat + Garden activities**
  - a) Work under the leadership and guidance of our Property Manager to ensure the property is maintained at an optimal level to support our programs
  - b) Maintain a full shade house and greenhouse including oversight of all watering, fertilizing and maintenance
  
- 4) **Restoration activities**
  - a) Oversee propagation efforts for restoration and native plant sales
  - b) Lead off site restoration activities with adults and school children
  - c) Coordinate restoration activities with the volunteer coordinator, contractors, and restoration specialist to ensure a highly successful event

#### **Educator**

- Lead educational classes in conjunction with CUSD Science, Life Science, and Ecoliteracy teachers
- Develop and lead classes that support educational objectives of partner schools and programs
- Work directly with classroom teachers to ensure all programming is of the highest quality and meets the expected outcomes for each class
- Oversee all outdoor, hands-on educational programming presented at the Habitat property
- Oversee curriculum development, and lead nature-based camps during school breaks
- Support volunteer and intern involvement in all programming
- Work with educational staff to build new fee-based educational opportunities to further engage our community with MEarth
- Know and understand ALL emergency procedures associated with students who are on the Habitat property
- Know, enforce, and follow all safety guidelines associated with MEarth programs and all CUSD programs

#### **Habitat and Restoration Support**

- Work closely with our property support team to develop a dedicated team of volunteers to support the daily upkeep and continued restoration work on the Habitat
- Work under the guidance of the MEarth Property Manager to assure that ongoing restoration projects are fully supported

#### **Desired Experience**

- Master's degree preferred, but a bachelor's degree with at least three years of science or outdoor education experience may be substituted
- Teaching experience in a formal or informal setting, ideally in a position of leadership
- Strong personal interest and passion in supporting and educating students about local environmental habitats and sustainable food systems
- Desire to learn about native plants and restoration activities
- Strong interpersonal skills, ability to work well with youth, peers, volunteers, interns, teachers, etc. in a wide range of situations

### **Required Knowledge/Skills**

- Demonstrates skill and expertise in accomplishing work-related tasks with accuracy, precision, completeness, neatness, and quantity
- Demonstrates knowledge in accomplishing work-related responsibilities, including methods, materials, tools, equipment, and fundamental subject matter
- Effective and efficient work habits, including organization of work, punctuality and dependability, industry, and good practices of both vehicle and personal safety
- Has worked collaboratively in a team setting, as well as worked independently
- Has followed and can provide oral and written directions
- Establishes and maintains friendly, cooperative, and effective working relationships with all persons contacted in the course of work
- Demonstrates a positive attitude and enthusiasm for work, willingness to conform to job requirements, and ability to adapt to change
- Strong communication skills, both verbal and written
- Demonstrates good judgment, promptness of action, and sound decision making
- Computer skills using both Windows and Mac preferred
- High proficiency in Google Platform, Microsoft Word, Excel, PowerPoint, and other software.
- Strong database skills desired
- Ability to work weekends when required

### **Required Physical Capabilities**

Incorporated with one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift and carry supplies and materials weighing up to 25 pounds.

### **Working Conditions:**

MEarth is an innovative and dynamic work environment, providing opportunities for the right candidate to explore a wide variety of avenues available in the environmental, agricultural, horticultural, + educational fields.

The candidate will be working around the school environment and therefore should be comfortable, presentable and a good role model for children. Successful candidate should be self-motivated and able to work alone or in groups. Creative problem solving and project-completion skills are a must.

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties to meet the ongoing needs of the organization. Employment with MEarth is at-will.

Successful completion of the hiring process is contingent on applicant passing a multi-agency live-scan fingerprint/background check. (paid for by MEarth)

**Hours + Compensation:**

This position is FULL TIME, 40-hrs/week (non-exempt/hourly). Compensation will be based on experience. No benefits are afforded to this position.

To Apply: Please fill out the following Google Form:

<https://goo.gl/forms/AfNh9x7AVMJsjORS2>

No phone calls please.

**Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.**