



Job Announcement
March 19, 2019

THE POSITION: Bilingual Education Specialist / Director del campamento
LOCATION: Santa Rosa, California
AVAILABILITY: March, 2019

About the Organization:

Sonoma Land Trust (SLT) (www.sonomalandtrust.org) is an accredited, nonprofit land trust with a staff of 36 and an annual operating budget of six million dollars. It works to keep the beautiful and varied rural landscapes of Sonoma County intact for future generations. To date, Sonoma Land Trust has protected over 50,000 acres.

Position Summary:

The Land Trust is embarking on an ambitious new program area to reach underrepresented communities and engage them in our conservation work. To ensure our mission's relevancy and continued support from the community, we are creating a suite of programs that expand, build, and diversify the audiences of the Land Trust and promote thriving communities connected to conservation. Facilitated on our protected properties across the county, these community programs provide a breadth of experiences by providing opportunities to explore the diverse ecosystems of Sonoma County -- from redwoods and pine forests to marshlands and mountains. Come join an organization that is invested in growing its commitment to fostering a health and conservation-oriented community.

Position Description:

The role of the bilingual education specialist combines program administration and education for the Land Trust's new series of community programs. Program areas of responsibility include leading a bilingual summer camp, facilitating school field trips to protected properties and coordinating a youth development program for teens. This position joins a department which also includes an outings series and a volunteer program. While the administration of programs occurs at our downtown Santa Rosa office, the position includes significant time hiking, kayaking, and other outdoor experiences on SLT protected lands.

While we are looking for an experienced educator to bring expertise and new ideas to the organization, we are also open to training the right candidate. The specialist will benefit and learn from joining a successful, highly motivated and accomplished team that is nationally recognized and values innovation and creativity.

The Land Trust's community programs serve a diverse audience with broad cultural heritages, socioeconomic backgrounds, and genders and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

Essential Duties and Responsibilities:

- Under the direction of the director of community programs, develop, facilitate and administer bilingual education programs focused on youth and underserved populations
- Coordinate and facilitate youth conservation programs that are inquiry-based and interest-driven while providing a safe and healthy environment at all times

- Coordinate the administration of SLT's bilingual Bay Camp program, including participant registration, grant writing, outreach and publicity and reporting and planning; lead and facilitate the program including developing curriculum, training staff, leading activities and supervising seasonal camp staff and volunteers
- Lead the teaching, coordination and administration of teen youth development programs, including project management, development and facilitation
- Coordinate the administration and facilitation of the program bringing classrooms and other groups to the Sonoma Baylands marshes and tidal wetlands. Lead outreach and scheduling, build partnerships with local schools and give tours for groups with an inquiry-based ecology curriculum
- Work collaboratively with the director of community programs to develop and prepare grant proposals and reports and maintain relationships with grantors
- Create, develop, and maintain positive and collaborative working relationships with external partners and colleagues
- Develop and maintain systems to track program participation. Analyze program metrics and make recommendations and reports
- Participate in bilingual outings and volunteer workdays as needed
- Other duties as assigned

Qualifications:

The ideal candidate will have the following qualifications:

- Fluent Spanish and English oral and written communication skills
- High school diploma required, additional education or related experience in the sciences, conservation, environmental science, education, recreation or similar focus preferred.
- Background and/or experience in youth development and group management with the ability to connect with young people in the classroom and outside of the school setting
- Background and/or experience with environmental education, public recreation, and/or nature-based programming and curriculum development and design, or interest to learn
- Background and/or experience in cross-cultural settings and communications, translation abilities a plus
- Competency with computer operations, specifically Microsoft Office Word and Excel and Google Drive in a Windows environment. Familiarity with translation, internet use, social media, and experience with database software
- Ability to hike up to three miles per day over steep and rugged terrain and be able to lift and carry up to 30 pounds
- Must pass the Live Scan fingerprint background check. Current certifications in CPR/First Aid or willingness to obtain
- Must have access to transportation and valid California driver's license
- Ability to work some weekends and evenings

Personal Characteristics:

- An enthusiasm for conservation and connecting diverse audiences to the outdoors
- Passionate about youth development and teen programming
- Social grace and conflict resolution abilities with a customer service focus
- Organized, detail-oriented, and able to balance multiple organizational needs and objectives
- Sense of humor
- Ability to work independently and collaboratively

Mandated Reporter:

This is mandated reporter designated position. Sonoma Land Trust employees whose duties include direct contact and supervision of children are deemed “mandated reporters” under California law. Mandated reporters have certain specific reporting obligations in the event that they learn about, observe or reasonably suspect that a child has been the victim of abuse or neglect. Sonoma Land Trust provides mandated reporters with training of their rights and obligations under the Child Abuse and Neglect Reporting Act.

Schedule, Salary and Benefits:

This is a full-time 40 hour/week non-exempt position. Regular working schedule will include evenings and some weekends. Salary range for this position is \$21.00-26.00/hr DOE. Benefits include: health insurance (medical, dental and vision), life insurance and long-term disability insurance. Retirement contribution after one year of service.

To Apply:

Please send a letter introducing yourself, a copy of your resume and contact information for three references as a single .pdf to staffing@sonomalandtrust.org. Please: no phone calls, drop-ins or paper.

Hiring Process:

Job is open until filled. We will begin reviewing applications on April 17.

Sonoma Land Trust welcomes people of all backgrounds, identities, and beliefs to join us in achieving our mission to protect the land forever. We strive to build a diverse and inclusive culture of mutual respect, equal treatment and the opportunity to succeed.