



## Job Announcement

<b>Job Title:</b>	Program Assistant, Youth Programs
<b>Reports To:</b>	Director of Community Programs
<b>Status:</b>	Hourly, Non-Exempt
<b>Employment Term:</b>	August 2021 through May 2022

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### **About Sonoma Land Trust**

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the nonprofit Land Trust has protected more than 56,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is the recipient of the 2019 Land Trust Alliance Award of Excellence and is accredited by the Land Trust Accreditation Commission. The Land Trust has also been named one of the Best Places to Work by the North Bay Business Journal. For more information, please visit [www.sonomalandtrust.org](http://www.sonomalandtrust.org).

In 2018 SLT created the community programs department to bring our conservation messages and programming to diverse and marginalized communities. Most recently we built a suite of youth programs to create agency and foster a land ethic for the environment and open space. The Land Trust's programs serve a diverse audience with broad cultural heritages, socioeconomic backgrounds, and genders and orientations. We value staff who reflect and value the audiences and populations we serve.

### **Position Description**

The program assistant is supervised by the bilingual youth programs coordinator and aids the implementation of planned educational activities for youth program participants. The position includes scheduling and facilitating in-person and virtual educational programs as well as supporting youth development activities with participants. Some programs are offered in Spanish, in which case this position will support program delivery by the youth programs coordinator. This position requires both traditional and remote work. 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.

### **Essential Duties and Responsibilities:**

- Assist in coordinating and scheduling school field trips
- Conduct outreach to schools, teachers and administration in-person and/or virtually
- Conduct SLIME virtually through videoconferencing platforms (Zoom and Google Meets)
- Conduct SLIME pre-field trip classroom presentations at schools
- Assist the facilitation of in-person field trips to the Sonoma Baylands tidal wetlands
- Assist in conducting field days and outings on Saturdays for the Conservation Council
- Lead hands-on nature, science, and team building games and activities
- Provide guidance, leadership and support to participants
- Track time for designated grants accurately
- Track schools and participant information in program database

- Other duties as assigned

**Qualifications:**

The ideal candidate will have the following qualifications:

- High school diploma required; additional education and/or experience with environmental education, public recreation, and/or nature-based programming preferred
- Bilingual in Spanish/English strongly preferred
- Background and/or experience in working with youth and group management with the ability to connect with young people in the classroom and outside of the school setting
- Ability to be outgoing, enthusiastic, and motivational with participants
- An enthusiasm for nature and connecting diverse audiences to the outdoors
- Able to have positive and professional communication with school staff and colleagues
- Ability to work independently and collaboratively
- 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
- Competency with computer operations, specifically Microsoft Office Word and Excel, Box and Google Drive in a Windows environment. Familiarity with internet use and video conferencing platforms.
- Ability to work weekends and evenings
- Ability to work remotely
- Must pass the Live Scan fingerprint background check. Certifications in CPR/First Aid preferred
- Must have access to transportation and valid California driver's license

**Schedule, Salary and Benefits:**

This is a part-time, temporary, 25 hours/week non-exempt position without benefits. Regular working schedule will include Saturdays and some evenings. Salary for this position is \$18/hour.

**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](mailto:staffing@sonomalandtrust.org). Please: no phone calls, drop-ins or paper.

**Hiring Process:**

The position is open until filled. Applications will be reviewed on a rolling basis. Preferred start date is August 16.

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.

To apply please email your resume and cover letter to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org)