



## Program Support, Discovery Southeast

Discovery Southeast is hiring a Program Support position for some administrative work and some field work. We anticipate this being part-time, but there may be the potential to build a larger position or split into two smaller positions.

We are a small organization with the normal diverse administrative needs—donor outreach, program administration, office admin, project management, and fund development—as well as the need for field and classroom work with our outdoor programs for children.

Ideally this position combines direct education and administrative office/outreach support. However, we'll also consider applicants who are more focused on particular aspects. For example, if we find one person with expertise in education and field work, and another with a background in outreach and fund development we could split the position.

At least in the summer, we are able to offer full time work for those who desire it.

### Organization:

Through education and exploration, Discovery Southeast deepens our connection with nature. We are a Juneau-based non-profit started in 1989 by outdoor guides who wanted to ensure that local children have an opportunity to explore and grow outdoors. Almost 30 years later we offer a range of classroom and enrichment programs providing hands-on nature education, generally with science and wellness focuses. We are best known for curriculum-integrated science lessons taking every Juneau 3<sup>rd</sup>-5<sup>th</sup> grade classroom outside. We also offer outdoor after school programs at elementary and middle schools, day camps during the summer and many school holidays, and continuing education programs and trips for teachers.

### Program Support Position:

Candidates do not have to fill all these niches, but the areas we'd like to build capacity include:

Educational programs:

- *Naturalist:* Leading or co-leading outdoor education programs for elementary and middle school age children.
- *Education support:* Develop lessons or materials to foster hands-on, inquiry-based learning outdoors.
- *Special programs:* Lead or assist day long outdoor recreation programs for elementary age children. Carry out specific grant funded projects.

Administration:

- *Member outreach:* coordinate social media, membership renewals, acknowledging and thanking supporters, track donations, handle regular communication with supporters, and earned media.

This generally requires the ability to use design software, video editing software, Word, Excel, and similar programs.

- *Program administration:* advertise programs and register participants. Work with community partners to collaborate on programs.
- *Project management & fund development:* carry out specific projects, usually grant funded. Includes tracking project finances and reporting. There is also the potential to develop funds through writing grants or other outreach.
- *Administrative support:* update calendar and website content, order office supplies, help with the basics of a small office.

*Skills/background:*

These skills are valuable but not necessarily required. We will certainly consider a candidate with expertise in some areas and a willingness to learn in others.

- Experience in the field of education, particularly in outdoor education and the sciences, and with children ages 7-12.
- Comfort driving a 15 passenger van, and a safe driving record.
- Ability to use computer programs including a database, Indesign, Word, Excel, Wordpress, Google Docs, MailChimp.
- Genuine commitment to education, children, and the outdoors.

*Application and details:*

The starting pay for this position ranges from \$15 to \$18, but can be adjusted for applicants with specific skill sets. Those could include significant experience in fundraising or design, or a degree in education.

To apply please send a cover letter and resume to [executivedirector@discoverysoutheast.org](mailto:executivedirector@discoverysoutheast.org). You are also welcome to email with questions. Because we have so many diverse needs, in your cover letter please discuss the areas in which you have experience. We'll consider applications on a rolling basis starting in late December.