



Nature Alberta
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Nature Kids Program Assistant

Are you passionate about environmental education? Do you enjoy working with kids and families promoting environmental learning? Are you a student who is returning to school in the fall and is looking for a fun and rewarding summer position? Nature Alberta is hiring a Nature Kids Program Assistant for the summer.

Position Description

Reporting to the Nature Kids Program Coordinator and Executive Director, the Nature Kids Program Assistant is based in Edmonton and will be responsible for assisting with the implementation of the Nature Kids program.

Roles and Responsibilities

- Support the day-to-day implementation of the Nature Kids program;
- Support partners and volunteers to implement the Family Nature Night events in the Edmonton area;
- Help to launch the Nature Kids Nature Heroes awards program;
- Support the planning and delivery of Nature Kids events associated with International Migratory Bird Days, Nature Hood and BioBlitz events;
- Attend various events to increase awareness and participation in the Nature Kids program.

Qualifications

- Enrolled in a post-secondary institution working toward a degree or diploma in environmental studies, environmental education, or a similar discipline. Must be returning to school in the fall.
- Knowledge of youth education programs.
- Ability to work independently and as part of a team.
- Detail-oriented with excellent organizational skills.
- Strong verbal and written communication.
- Computer proficiency, including use of Microsoft Office.
- Must possess a valid Class 5 Alberta Driver's License and clean abstract.

Hours of Work: 35 hours per week, May to August, 2017. Ability to work holidays, evenings and weekends is required.

Wage: \$16.00/hour plus eligible travel expenses

Submit electronic applications only. Please email cover letter and resume in a single file to info@naturealberta.ca with **Nature Kids Program Assistant Job Application** in the subject line on or before **May 5, 2017 by 4:30 p.m.** We thank all applicants for their interest however only individuals selected for an interview will be contacted.