



Nature Alberta
3rd Floor, Percy Page Centre
11759 Groat Road
Edmonton, Alberta T5M 3K6

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Nature Kids Program Assistant

Nature Alberta is looking for an enthusiastic team member who is passionate about sharing their love of nature with others to help our Nature Kids program inspire the next generation of conservationists.

Position Description

Reporting to the Nature Kids Program Coordinator and Nature Alberta 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 planning and delivery of Nature Kids events, including International Migratory Bird Day, NatureHood, other citizen science events, and eight Family Nature Nights held Wednesday evenings throughout July and August in Edmonton, St. Albert, Red Deer, and Calgary.
- Support communications with community partners who serve equity-seeking communities (such as newcomers to Canada and at-risk youth) to facilitate their participation in Nature Kids events.
- Assist in recruiting, training, and appreciating event volunteers, and support partners and volunteers in implementing events.
- Track, record, and report attendance at events and compile results from post-event feedback surveys.
- Help create environmental education content for Nature Alberta's social media, the Nature Kids section of our website, and [Nature Alberta Magazine](#).

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 skills.
- Computer proficiency, including use of Microsoft Office.
- Must possess a valid Class 5 Alberta Driver's License and have access to a reliable vehicle.
- Ability to complete First Aid Certification Training.

Hours of Work: 35 hours per week, 14 weeks from May to August 2024. Ability to work holidays, evenings, and weekends is required.

Work Location: 3rd Floor, Percy Page Centre, 11759 Groat Road, Edmonton, AB, with possibility to work partial hours from home upon mutual agreement.

Wage: \$22.00/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 **February 15, 2024 by 4:30 p.m.** Accommodations for applicants experiencing disability will be provided on request and Nature Alberta will work with applicants to confidentially put into place the needed supports. We thank all applicants for their interest, however only individuals selected for an interview will be contacted.