

**Position Information**

Requisition Number	20170428
Working Title	Central California Environmental Education Specialist
Appointment Type	Staff - Career
Personnel Program	PSS-Uncovered
Work Hours	M-F 8-5, with frequent evening and weekends required
Percentage of Time	100
Organizational Area	ANR: CA Naturalist
Location:	Other
If Other:	Davis, CA
Posting Salary	Min \$16.43/hr. to Mid \$24.23/hr.

The California Naturalist Community Education Specialist 2 (CES 2) in Central California will represent the California Naturalist program and focus primarily on four responsibilities: 1) providing coordination, management and training related to courses offered by partner organizations including pre-course planning, course delivery, and post course follow-up including evaluation support; 2) improve curriculum and marketing materials that will help instructors deliver high-quality programming; and 3) identifying, and supporting recruitment of new program partners; 4) provide support to develop competency for the California Naturalist program in new areas which may include citizen science and training for formal educators.

**Position Summary**

In sum, CES 2 will be a resource for program partners and instructors on content and performance of local classes, workshops, and conferences, help revise and develop program materials, and assist in training current and potential instructors. The Specialist will be responsible for course monitoring/tracking and the promotion of courses through web updates and contributions to social media posting. The Specialist may also support the California Naturalist Team in program evaluation tasks related to the overall mission, as well as to new efforts to support educators; and may represent the California Naturalist program at local, statewide, and national venues, including ANR Program Teams and Workgroups.

Promote, in all ways consistent with the other responsibilities of the position, accomplishment of the Affirmative Action goals established by the Division.

**Special Conditions of Employment** Travel  
Travel outside of normal business hours

**Other Special Conditions of Employment** As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.

Must possess valid California Driver's License to drive a County or University vehicle. Ability and means to travel on a flexible schedule as

needed, proof of liability and property damage insurance on vehicle used is required.

**Special Instructions/Additional Information**

[Click Here](#) for more information

Job Close Date 09-27-2017

Quicklink for Posting [jobs.ucop.edu/applicants/Central?quickFind=60655](http://jobs.ucop.edu/applicants/Central?quickFind=60655)

**Job Duties**

4 Records

	Duties	Function	(%)
1	<ul style="list-style-type: none"> <li>-Coordinate and oversee the implementation of the California Naturalist Program by partner organizations by ensuring required course tasks are completed including pre-course planning, mid-course delivery, and post-course follow-up</li> <li>-Assess community needs for naturalist and environmental education programming</li> <li>-Liaise between partnering organizations and UC in Central California</li> <li>-Coordinate and co-teach train-the-trainer workshops to teach professional environmental scientist educators how to teach the CA Naturalist Program</li> <li>-Select and confirm additional experts to help with trainings</li> <li>-Coordinate and teach the Naturalist Class sessions as needed</li> <li>-Facilitate and attend advisor, trainer, and committee meetings; solicit feedback and determine modifications/changes of programs in partnership with Leadership Team</li> <li>-Extend research and technical support and information to Naturalist Program trainers, the environmental education community, and general citizenry</li> <li>-Identify natural history content, assemble and edit monthly web news updates, Facebook postings, advance training opportunities &amp; registration forms, and post them online</li> <li>-Maintain awareness of activities at the state level; communicate training opportunities, statewide meetings and other activities of interest to local sponsors</li> <li>-Support regular and special activities to evaluate program delivery and effectiveness</li> <li>-Follow all relevant policy, procedures and protocols related to program administration including purchasing, travel and entertainment, and stewardship of program resources such as equipment and supplies</li> <li>- Support conferences, meetings, events, and other activities involving sponsoring organizations and CA Naturalists</li> <li>-Perform general office tasks and filing</li> </ul>	Regional Coordination & Administration	55
2	<ul style="list-style-type: none"> <li>-Support implementation of new initiatives within the Central California region including but not limited to Environmental Education, Climate Stewards and Citizen Science.</li> <li>-Identify and cultivate funding opportunities for program support. Support the development of proposals.</li> </ul>	Support New Initiatives	20
3	<ul style="list-style-type: none"> <li>-Identify and support recruitment of new partnerships with local organizations in Central California, including partners who serve underrepresented populations to help diversify program participation</li> </ul>	Regional Recruitment of New Partners	15
4	<ul style="list-style-type: none"> <li>-Support or assist with the development of new and modification of existing educational learning materials and resources with a focus on California's Central Valley and Sierra regions' natural history, citizen science, climate adaptation &amp; resilience, and regional environmental issues</li> <li>-Support the development of strong educational components such as high-quality additions to the curriculum, template lesson plans, and other educational materials</li> </ul>	Support Curriculum & Materials Development	10

**Job Requirements**

2 Records

Job Req	Req/Pref
<ul style="list-style-type: none"> <li>-Experience planning and teaching environmental educational programs and translating scientific principles and research for lay audiences</li> <li>-Educational background in a field related to environmental education, , communications, and natural resource management or equivalent experience-Experience with public speaking and educational approaches to public speaking</li> <li>-Experience coordinating, implementing, and evaluating programs, classes/trainings, conferences, meetings, and other activities and events including registration guidelines, budgets, event logistics, stakeholders' roles and responsibilities, and scheduling multiple activities</li> <li>- Experience with project and task management</li> </ul>	Required

- Skills to analyze and collect data, monitor trends, and support development of program plans or projects
- Bachelor's degree in ecology, environmental science, natural history, geography, social science, anthropology, community development, education or a closely related field
- Experience with standard MS office applications, online collaborative tools, basic website editing (e.g. Site Builder), social media, and online survey development
- Interpersonal communication skills (oral and written) to clearly and effectively interact with and maintain ongoing professional relationships with a broad range of internal and external collaborators of varying backgrounds and perspectives
- Experience with (teaching/taking) a California Naturalist certification course
- Experience in formal education and working with K-12 teachers.
- Experience in non-formal educational settings especially with environmental education.
- Experience with ArcGIS, Story Maps, and other GIS tools
- Experience developing or implementing citizen science programs.
- Experience communicating climate change science.
- Experience/familiarity with local and state environmental education networks, such as CEEIN, CREEC, California Association of Bilingual Education, California Association of Environmental and Outdoor Education, California Conservation Corps, California Tribal association sand others. Preferred
- Experience/familiarity with underserved communities
- Fluency in a second language
- Experience with graphic design, layout, and/or working with Adobe CS5
- Experience recognizing and integrating culture into natural history and environmental education
- Experience or familiarity with interview methodologies

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The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. If you have questions, please email the [Human Resources Department](#).

For additional support, please visit <http://peopleadminsupport.com/5-8/>