

JOB ANNOUNCEMENT

Community Education Assistant

Part-time, temporary position

The Pittsburgh Parks Conservancy has an opening for a part-time Community Education Assistant. This position begins Monday, May 23rd through August 31st, 2022, with the possibility of extending beyond this period. The assistant will support educational programming alongside the Community Nature Educator and reports to the Manager of Special Initiatives.

Duties and Responsibilities:

Join our summer outreach team. Help to create and deliver dynamic programming in parks and outdoor settings in the Historic Hill District and Hazelwood neighborhoods. Programming will include summer camp outreach and community events for the general public. Programming will be done with participants from youth-serving organizations and community groups. Lessons and experiences will be designed to meet the needs of culturally diverse youth audiences (aged 5-13 years) and the general public.

Experience and Competencies:

- Experience working with children & youth, desire to be engaged in creating fun and positive experiences for them, and to be committed to supporting their growth and learning.
- Community outreach, educational program development, or similar experience.
- A desire to spend time outdoors, an enthusiasm for connecting others to the outdoors, and the ability to work outdoors in all weather conditions.
- The ability to work well on a team, communicate with others, give, and receive feedback, and contribute to a positive work environment.
- The ability to face challenges with flexibility and resilience.
- Detail oriented, creative, and a quick learner.
- Comfortable working in the outdoors.
- Other duties as assigned.

Schedule

May 23rd through August 31st, 2022, with opportunities to extend into Fall 2022

30 hours per week with the opportunity for additional hours up to 40.

When: Monday-Friday, plus select evenings and weekends.

Requirements

Applicants must be 18 years of age or older and have a high school diploma/GED **or** a minimum of two years of work experience.

Hill District or Hazelwood residents strongly encouraged to apply.

Able to lift 40 lbs

Able to work flexible hours, including select evenings and weekends

A licensed driver with a reliable vehicle (travel expenses will be reimbursed) **OR** the ability to get to locations in the Hill District, Hazelwood, and the Frick Environmental Center

Able to obtain the following clearances by April 29th:
PA Criminal Record Check
Childline Clearances
FBI fingerprinting

Compensation: \$15 per hour, 30 plus hours per week

The Pittsburgh Parks Conservancy is an Equal Opportunity Employer. Resumes accepted from now until position is filled

Please send resume and brief cover letter, with Community Education Assistant in subject line to info@pittsburghparks.org. NO PHONE CALLS PLEASE

The PPC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected characteristics.