



SCARBOROUGH LAND TRUST

Conserving land for people, for wildlife — *forever.*

Summer Education and Communications Specialist – Job Description

Status: Full-time temporary
Reports to: Executive Director
Location: Scarborough Land Trust office
Hours: 40 hours per week, starting late May or early June, ending in mid to late August.

About Scarborough Land Trust

Scarborough Land Trust (SLT) is a highly respected, independent, nonprofit organization founded in 1977. SLT's mission is to conserve land where natural resources, scenic vistas and historical significance offer unique value to our community. Where appropriate, SLT creates and maintains hiking trails and recreational opportunities. SLT also offers guided hikes, workshops, programs and environmental education activities. The organization partners with many other community groups in Scarborough, neighboring towns and across the state.

Overview

The SLT Summer Education and Communication Specialist will help develop, schedule and conduct education programs for a variety of audiences in the Town of Scarborough. This individual will also implement additional communication responsibilities as assigned.

Responsibilities

- Develop programs for adults, families and children
- Deliver educational programs for various age groups
- Write articles for on-line and print materials
- Assist in creating on-line program registration
- Develop youth membership program
- Investigate connecting SLT with on-line platforms such as iNaturalist, ebird or similar
- Conduct interpretive and educational programs at SLT properties
- Represent SLT at various events, building membership and brand identity

- Build relationships with partner organizations to further the educational and outreach goals of SLT
- Help schedule and implement work days at SLT properties
- Carry out other tasks as assigned by the Executive Director

Qualifications/Skills Required

- Strong belief and passion for the mission of SLT
- Desire to learn new skills and grow as a person
- Attention to detail and strong work ethic
- Knowledge of computers and technology
- Familiarity with social media platforms a plus
- Ability to work independently and be a team player
- Excellent communications skills
- Good interpersonal skills with people of all ages
- Must be able to carry and lift 30 pounds
- Past experience conducting education programs
- Comfortable working outside in various environmental conditions
- Valid driver's license and access to an automobile

Compensation

The position pays an hourly wage of \$16.00, with an anticipated work week of 40 hours. This is a temporary position starting in late May or June and ending in mid to late August 2024. No other benefits are provided. Some training and workshop opportunities are available.

Equity

The Scarborough Land Trust (SLT) acknowledges that conservation work is best advanced by people of diverse backgrounds, beliefs and culture. SLT is committed to recruiting and advancing staff that creates an inclusive organization reflecting the broader community. SLT is an equal opportunity employer and will not discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, veteran status, genetic information, ancestry, age, political or union affiliation, medical conditions, or any other status protected by applicable law.

How to Apply

Application materials will be accepted until the position is filled. Send a one-page cover letter, resume, short writing sample and two work-related references. In the cover letter, please highlight why you are interested in the position and how your background and experience will help you excel in this position. Email application to the Scarborough Land Trust Office at admin@scarboroughlandtrust.org. Applications accepted until the position is filled.