

# 2023-2024 AmeriCorps Member Position Description



**Partner Organization Name:** Pontchartrain Conservancy

**Corps Member Position Title:** Education Program Assistant

**Supervisor:** Kimberly Cooke

**Days/Hours of Service:** Business hours are Monday – Friday (8 hours a day, exact schedule can be of member’s choosing). Some Saturdays may be required. If this occurs, the member will be given a weekday off prior or following the Saturday.

**Physical Location:** 8001 Lakeshore Drive, New Orleans, LA 70124

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## **Organization Mission and/or Goals:**

Pontchartrain Conservancy’s mission is to drive environmental sustainability and stewardship through scientific research, education, and advocacy.

The Pontchartrain Conservancy is a 501(c)(3) non-profit organization consisting of a 14-member board of directors representing Basin parishes and regulatory agencies.

The Lake Pontchartrain Basin is a 10,000 square mile watershed encompassing 16 Louisiana parishes. The land use of the region is both rural and urban and is the most densely populated region in Louisiana, including metro New Orleans and the state capital, Baton Rouge. It is one of the largest estuarine systems in the Gulf of Mexico containing over 22 essential habitats. The Basin's topography ranges from rolling woodlands in the north to coastal marshes in the south, with the 630 square mile Lake Pontchartrain as its centerpiece.

## **Program Mission and/ or Goals:**

PC’s Education Department’s goal is to educate the public on important issues affecting the Pontchartrain Basin. With increased awareness of water quality and coastal issues, citizens of the basin become better stewards of the region where they live. The community science project, CITE (Communities Investigating Their Environment) is focused on providing training and resources for community water quality monitoring. By centering community members in the project, our programming will help to increase environmental literacy and participant's sense of agency.

### **Member Position Summary:**

The Education Program Assistant will conduct PC environmental education programs related to the general public, pre-K through 12 grade levels, and college students. These programs include a recently funded community science project for water quality monitoring in St. John the Baptist Parish and (if funded) in Lafourche Parish. The member will assist with training community members in data collection and analysis as well as designing an action project. This would be the primary focus of the member's work for the term. Other work includes working with teachers and students while they investigate their local watershed and assisting with support tasks such as creating outreach materials, website updates, and prepping STEM kits.

### **Essential Functions of Position**

#### *Facilitate educational programming:*

- Facilitate educational programs for students, educators, and the public in a variety of locations. Partner with other organizations in field programs as needed.
- Implement and maintain CITE program in funded parishes.
- Assist with developing and facilitating in-person Professional Development.
- Recruit participants for in-person Professional Development.
- Track use and effectiveness of educational programming.
- Complete support tasks as need for educational programs.

### **Skills, knowledge and training the corps members will gain from this position**

The Education Program Assistant will gain a variety of skills including:

- Community Science Interacting with the public Attending related workshops (water quality, use of online tools, etc)
- Networking with community partners (on project, events, etc)
- Creating outreach materials, program materials, websites, etc
- Creative problem-solving
- Specific science content such as coastal land loss and water quality-related content
- Project management
- Non-profit procedures, etc

### **Ideal Candidate Qualifications**

- Experience with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite
- Experience with Adobe programs
- Energetic, flexible person comfortable with speaking to children and adults as well as working with the public in general
- Suitable oral and written communication skills
- Communicate inclusively with diverse audiences

- Ability to stay organized, multitask and be efficient
- Experience using social media
- Ability to work effectively in a team environment
- Undergraduate degree in Elementary Education or Science Education preferred (Biology Education, Geology Education, or Environmental Science Education focus preferred)

**Required Transportation Requirements (ex: own vehicle or able bike to site)**

Own vehicle for travel in multiple parishes (mileage is reimbursed).