



Education Assistant

GCBO POSITION LISTING

Summary of Position

GCBO, founded in September 1997, is a growing and internationally renowned avian conservation organization. GCBO is dedicated to the study and conservation of birds and their habitat in and around the Gulf of Mexico, and in Latin America. We do this through Education, Research, and Land Conservation. Our goal is to conserve migratory (and resident) bird species and their habitats, spanning their entire range.

GCBO is seeking a highly motivated person for the position of Education Assistant. The Education Assistant is GCBO's main assistant to our Education and Outreach Director, and must be a dynamic person, who is people, education, and outreach-oriented, and a team player who will fulfill a key role in GCBO's conservation program.

Much of their work will be done with SPLASH (Stopping Plastics and Litter Along Shorelines), a program of GCBO, American Bird Conservancy, and Black Cat GIS. The mission of the SPLASH program is to mitigate trash pollution on the Upper Texas Coast to create a cleaner environment for people, birds, and other wildlife.

NOTE: This is not a permanent position and will last from the start date in 2024 (hopefully May, or early June) through April of 2025. The technician will largely be focused on the SPLASH program, but will also help with other aspects of the Education and Outreach program and admin tasks. If additional funding is found it could become a permanent position.

Duties:

- Support and expand the SPLASH beach and waterway cleanup program. This includes scheduling and coordinating cleanups, driving to and hosting cleanups, managing supplies, recruiting volunteers, communicating with land managers and partners, and other duties.
- Support and expand the SPLASH education and outreach program. This includes scheduling and hosting events (field trips, outreach booths, etc.), teaching classes and groups, managing supplies, communicating with teachers and partners, and other duties.
- Office administration. This includes data entry, answering phones, emails and general inquiries, maintenance of supplies, and other admin tasks.
- Communicate with followers and volunteers. This includes advertising events, posting on social media, writing articles, and speaking with visitors.
- Collect and manage data from cleanups, including transect data.
- Supporting the Education & Outreach Director and the GCBO education department with other duties and at other events, programs, and as needed.

Knowledge and Skills:

- Associate's Degree or equivalent preferred, but not required.

- Must be a dynamic, self-starting, people person, with strong work ethics.
- Must be willing to work as contributing team member, but also capable of working alone.
- Employee or volunteer management experience preferred.
- Basic knowledge of birds and marine environmental issues.
- Ability to lift, load and carry large bags of trash and beach cleanup supplies (up to 50 lbs.) for extended distances.
- Ability to lean over, crouch, walk long distances, and do other physical tasks associated with hosting a remote cleanup.
- Ability to spend several hours outside in Texas summer heat and humidity, or wet, cold and/or windy conditions.
- Microsoft Office experience with Word, Excel, Power Point, etc.
- Data analysis experience.
- Teaching and public speaking skills.
- Strong communication skills, both writing and speaking.
- Flexible schedule; available on weekends (most events will need to be on weekends).
- Outreach experience or strong social skills.
- Social media experience.
- Must maintain a clean driving record.
- Must have reliable transportation.
- Must have, OR must be willing to acquire a Texas driver's license to drive GCBO vehicle.

Position Information

Location:

Based at Gulf Coast Bird Observatory headquarters in Lake Jackson Texas.
Work will be performed throughout the Upper Texas Coast.

Reports to:

Gulf Coast Bird Observatory Education and Outreach Director

Compensation:

\$20.40 Per Hour (before taxes)

Salary Type:

Full Time, None Permanent, Hourly Employee

Hours of Work:

Monday-Friday 8:30 AM – 4:30 PM (35-40 hours / week)

However, hours can be much earlier for events and can/will include longer days, and weekends.

Position Dates:

Start: June preferred (or July) 2024.

End: April 30, 2025

Benefits:

- Mileage Reimbursement (upon approval)
- Gift Shop Discount

To Apply:

- Submit a cover letter, resume, and reference list to Celeste Silling (csilling@gcbo.org)
- Please write "Application" in the subject line of your email.
- Deadline for receiving applications: June 3.