EMPLOYMENT OPPORTUNITY
Community Engagement Specialist

Accredited by the Association of Zoos and Aquariums, award-winning Woodland Park Zoo in Seattle is famed for pioneering naturalistic exhibits and setting a standard for zoos all over the world. The zoo is helping to save endangered species in Washington State and around the world. By inspiring visitors and others to learn, care and act, Woodland Park Zoo is making a difference in our planet’s future.

This is your opportunity to join the Community Engagement Team at Woodland Park Zoo! We are looking for a dynamic educator with specific experience and passion for early childhood education and working directly with preschool aged children and educators. This position will work on our Community Engagement team and focus specifically on supporting our early childhood outreach programming including Family Nature Club. Experience with both facilitating teacher trainings and nature play or STEM programming for children is preferred. The ideal candidate will have direct experience working with limited English speaking, low income and racially diverse populations, as well as a background in equity and social justice. Multiple languages are a plus. This is a full-time, benefited one-year grant funded position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop curricula, programs and activities
- Present engaging programs and experiences to audiences of all ages on and off zoo grounds that inspire conservation action
- Develop, lead and assist with training programs
- Research content and write publications and other support documents
- Perform logistical support duties to include: register participants, process payments, schedule activities, maintain records and databases
- Assist with the evaluation of programs and activities
- Assist with collection and reporting of statistics and reports
- Maintain program props, materials, supply inventories
- Assist with research, development, revision and dissemination of program/project supporting and promotional materials and interpretive elements
- Lead/mentor presenters, volunteers and interns
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to develop and present creative, mission-driven programming to a wide variety of audiences and to mentor presenters, interns and volunteers
- Ability to work effectively as a team member, and independently with little supervision
- Possess general knowledge of natural history and conservation
- Ability to work effectively as a team member, and independently with little supervision
• Flexibility in dealing with program delivery and changes in deadlines and operation protocol
• Ability to work a non-standard/flexible schedule, which may include weekends, some evenings and holidays
• Commitment to the mission of the zoo and the institutions’ Core Values

EDUCATION/EXPERIENCE

A minimum of four years combined education and experience in early childhood education, natural sciences, or environmental education fields, including; program and curriculum development, experience presenting interpretive programs and/or classes to diverse audiences, and program implementation/evaluation.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid US driver’s license required.

COMPUTER SKILLS

Proficient and experienced with Microsoft Office applications; particularly Word, Excel, PowerPoint and Outlook. Must be able to work with customized databases and technology, and conduct Internet research.

CUSTOMER SERVICE SKILLS

Must be enthusiastic and customer service oriented and deal with clients in a courteous and professional manner. Enjoy working with the public including diverse populations and people of all ages.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write curriculum, routine reports and correspondence. Ability to speak effectively to a variety of audiences including young children, families, adults and before groups of zoo employees.

MATHEMATICAL ABILITY

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds while handling, lifting, and storing program supplies, kits, and bulk food supplies. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk;
reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl while setting up displays, transporting class props and materials.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate to loud.

**APPLICATION DIRECTIONS**

**APPLY AT:** [https://www.appone.com/MainInfoReq.asp?R_ID=1287905](https://www.appone.com/MainInfoReq.asp?R_ID=1287905)

Please visit our Careers Page at zoo.org to view the full job posting, including application directions and deadline, for this position. Applications are only accepted online through our Careers page; no other forms of application will be accepted. NO PHONE CALLS PLEASE.

**APPLICATION DEADLINE:** Applications are due prior to 12:00 AM on the posted Close date (i.e. by 11:59 PM the evening before).

*Woodland Park Zoo is an equal opportunity/affirmative action employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, disability, veteran’s status, sexual orientation, or gender identity/expression.*