

Community & Communications Assistant

The Aldo Leopold Nature Center (ALNC) seeks an outgoing, energetic and adaptable individual to join its team in a dynamic position engaging the public onsite and virtually at their indoor/outdoor Monona campus. A staff member is now being hired to assist with weekday reception desk staffing as well as written and digital communication projects. Activities focus on assisting educators with attendance, breaks, and deliveries, assisting our community in-person and via phone and email, helping grow the ALNC community, and assisting the Marketing & Communications Manager on projects related to phenology, hands-on activities, outreach, and social engagement.

ALNC is a nonprofit organization dedicated to promoting equitable environmental education for children, their teachers, and families. In addition to public exhibits and grounds, ALNC offers varied educational programs, runs a Nature Preschool, hosts public and private events, and organizes Nature Net, a consortium of environmental education providers in southern Wisconsin.

ALNC is an equal opportunity employer committed to building and serving a more diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

Time Commitment and Details:

- The Community & Communications Assistant is a committed part-time staff position. Shifts run 7am to 1pm Monday through Friday for a total of 30 hours a week.
- Compensation: \$13.00/hr.
- Opportunities: Become experienced building relationships with the public while supporting a non-profit environmental education center on acres of restored prairie, wetland, and woodland habitat; become familiar with a wide range of technology, theaters, exhibits/displays and other interpretive materials; gain hospitality and interpretive experience working with public visitors of all ages; expand communications experience and learn current trends and tips in the field.
- Position available immediately. Initial applications will be reviewed on May 20. New applications will be accepted on a rolling basis.
- *Note: ALNC's facility is currently closed to the public due to COVID-19, although our Nature Preschool is in session, and we continue to run daily educational programming.*

Duties and Responsibilities:

- Provide first-class service to all ALNC visitors and community members.
- Staff and oversee public areas during weekdays; troubleshoot, upkeep, and answer questions as needed (*there is currently no public visitation due to COVID-19; subject to change*).
- Provide interpretation for the public; coordinate volunteers; communicate with other staff/departments.
- Assist with administrative, point-of-sale, and customer service duties, including merchandise sales, visitor information, program registration, marketing, main phone line operation and membership.
- Re-stock, tidy, and maintain public areas.
- Open, close, and maintain safety and security of facility and grounds.

- Develop a relationship with the land and get to know phenological events occurring on the grounds. Photograph and write about these events, submitting photos and event descriptions to the Marketing & Communications Manager for use in ALNC Communications.
- Create simple experiments and activities to engage the public with the wonders of science and the natural world, to be shared with our community digitally via our website and marketing platforms.
- This position will report to the Community Engagement Manager, with some direction from the Marketing & Communications Manager to assist in marketing, social media, community engagement projects and other duties as requested.

Requirements and Qualifications:

- At least 18 years of age.
- Interest in environmental education, climate, and phenology preferred.
- Comfort in managing facility and guests, directing volunteers, and following written instructions and procedures.
- Superior customer service skills; cheerful, positive, open attitude, good sense of humor, and ability to work with all ages.
- Excellent written and verbal communication skills required; experience with developing educational activities and resources preferred.
- Flexibility and creativity; excellent organization skills and ability to multi-task and problem-solve.
- Ability to manage schedule and work well in a team environment with other staff.
- Reliable transportation to ALNC.
- Experience with social media, especially Facebook and Instagram required.
- Experience working with technology (IT, A/V equipment, etc.) and computer skills (Microsoft Office, scheduling & registration database, etc.) preferred.
- Experience in cash register sales and demonstrated accountability in cash-handling and accounting procedures preferred.
- Experience with the Adobe Creative Suite preferred.

How to Apply:

To apply, please send a cover letter, resume, and three references to:

Duncan Schultz, Community Engagement Manager
Aldo Leopold Nature Center: 330 Femrite Drive, Monona, WI 53716
duncan@aldoleopoldnaturecenter.org
(608) 221-0404

Emailed applications encouraged.

