



We are seeking a highly motivated, and dependable Education Assistant to join our team on a part-time basis. The Education Assistant supports internal educational programming and workshops at Waterfront Botanical Gardens (WBG). The work schedule for this position does vary based on the program schedule and could include a mix of days, nights and weekends.

**Essential Duties and Responsibilities:**

1. Assists in the successful operation of adult education programs based in all WBG facilities for both in-person and virtual class formats.
2. Conducts site tours with instructors and communicates with them regarding payment schedules and program details.
3. Maintains internal files and documentation for adult education programming.
4. Helps to monitor educational supplies, storage areas and classrooms.
5. Works with the education staff to ensure that adult education programs are running smoothly. This includes collecting feedback from student registrants and volunteer staff.
6. Greets and directs instructors, students and volunteers attending programs and workshops.
7. Coordinates tasks with volunteers before, during and after programs.
8. Assists with preparing and sorting materials for exhibits, activities, classes, and workshops.
9. Sets up and breaks down furniture for programs as directed, maintaining WBG equipment, furniture, and physical space to ensure a safe, clean, and orderly learning environment.
10. Facilitates other educational projects or duties as assigned.

**Specific Skills:**

Requires organization, time management, and planning skills. Must be detail oriented. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers. Works with computers and is required to be proficient with Microsoft Office programs and virtual collaboration or video apps.

**Education and/or Experience:**

Minimum of 1-2 years of experience working in educational programming, including public speaking experience. Degree coursework in the following field preferred: education, horticulture, natural sciences, nutrition, or other subjects that align with education in a botanical garden setting. Bilingual or multilingual candidates are highly desirable.

**Language Skills:**

Ability to read, write, and converse in English. Fluency in Spanish desirable. Ability to speak knowledgeably with instructors, students, volunteers, and Gardens visitors. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and thank you letters. Ability to effectively present information to individuals and groups.

**Certificates, Licenses, Registrations:**

Must have a current driver's license. Maintains insurability under WBG auto insurance policy.

**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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, balance and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

Schedule varies and includes nights and weekends as requested.

Pay range is \$16.00 - \$18.00 per hour.

To apply, please submit your resume and cover letter highlighting your experience and qualifications for this position to [krivers@waterfrontgardens.org](mailto:krivers@waterfrontgardens.org). We look forward to hearing from you!

Application deadline is April 12, 2023.