



2213 South Levis Lane Godfrey, IL 62035
618-466-9930 www.TheNatureInstitute.org

Job Title:	Education Assistant
Posting Date:	Wednesday, February, 2015
Application Deadline:	Friday, March 27, 2015
Time:	Part-Time: 15-30 hours per week
Location:	Education Office at Talahi Lodge - Godfrey, Illinois
Salary:	Competitive - Commensurate with education and experience

The Nature Institute (TNI) is a non-profit land conservation and environmental education organization based in Godfrey, IL. Since its founding in 1980, TNI's staff has worked to foster an awareness and appreciation of the natural world through preservation, restoration, and education.

TNI is seeking a qualified candidate to fill the open position of Education Assistant. The primary responsibility of the Education Assistant is to provide administrative and program support to the Education Department, primarily the Education Director. The nature of the work requires flexibility to work on evenings and weekends, as needed. The Education Assistant follows the policies set forth by the Board of Directors and reports to the Education Director and the Executive Director.

This position requires a professional and motivated individual with strong organizational skills, proficiency in the Microsoft Office suite and excellent verbal and written communication skills.

Required Education and Experience

- B.S. degree in Education, Biology, or related field
- At least three (3) years of relevant work experience
- Experience working in the non-profit sector
- A passion for youth education and the outdoors

Required Skills

- Communicates effectively and is comfortable interacting with and working in close proximity to children, parents, and the general public, in a professional and friendly manner
- Displays positive attitude
- Ability to coordinate and prioritize multiple tasks, deadlines, and projects in a timely manner
- Proficiency in the Microsoft Office Suite (i.e. Word, Excel, PowerPoint, Access)

Essential Functions and Responsibilities

- Assist in the development of themes, crafts, and activities for various educational programs including field trips, workshops, events, and Discovery Day Camp
- Record and maintain documentation for all education related purchases and donations and submit copies to office for permanent records
- Maintain registration for Discovery Day Camp
- Attend events and promote TNI at offsite venues
- Assist in the development of educational curriculum

Qualified applicants should submit a cover letter, resume, and any related work samples via e-mail to:
info@thenatureinstitute.org or via Standard Mail to:

The Nature Institute
2213 South Levis Lane
Godfrey, Illinois 62035

*The Nature Institute is an equal opportunity and family-friendly employer.
No phone calls or walk-ins, please.*