

*Providing lifelong sanctuary to non-releasable  
Greater Yellowstone Ecosystem wildlife while  
sharing a message of education and conservation.*



## **Job Description**

### **Education Assistant**

**Reports to:** Education Manager, Eden Wondra

**Schedule:** Full-Time

**Salary:** Depends on experience/Range is \$13.00-\$14.50 per hour 40 hours a week

### **Summary of Position**

Due to the dynamic nature of the Sanctuary, this position is an excellent opportunity for someone interested in working in the environmental education field to build foundational skills, experiences, and knowledge. Seasonality of tourism in the area leads to diversity in the job depending on the time of year. The Education Assistant will have a focus on leading tours, providing Keeper Talks to the public and assisting with events in the summer, and a focus on development and outreach during the remainder of the year. The position will support the Education Manager in the day-to-day tasks and operations of the Education Department.

### **Duties and Responsibilities**

- Guide tours for schools/educational groups
- Guide professional private tours for tourists.
- Assist with scheduling of tours and processing associated documentation and data.
- Help with summer programs including camps, and Boys and Girls Club programs.
- Conduct Keeper Talks for visitors twice a day on weekends (weekend work is required)
- Assist with educational events hosted by the Sanctuary.
- Assist with scheduled Animal Encounters for visitors.
- Write grant proposals for the education department under the direction of the Executive Director
- Assist the Executive Director with other educational development tasks as needed.
- Create awareness and interest in YWS' educational resources among schools and other organizations that could benefit from participation. This may include reaching out to, building connections with, and distributing resources on behalf of the Sanctuary.
- Deliver outreach programs to outside organizations.
- Help maintain the social media accounts, including developing and disseminating engaging educational content, for a steady flow of informative content on traditional and social media. This would include Facebook, Instagram, YouTube, TikTok, and Sanctuary podcasts. The position may assist with newsletter content under the direction of the Education Manager and the Executive Director.
- Other duties as assigned by the Education Manager or Executive Director as needed. Cross-training and career development opportunities to enhance this position.

## Qualifications

- **Required:** Strong interest in helping wildlife and a desire to increase public awareness through education
- **Required:** Comfortable working and speaking with people in an educational setting, *and experience doing so with people of all ages*
- **Required:** Good working knowledge of wildlife, and a willingness to earn more to enhance tours
- **Required:** Outstanding written and verbal communication skills
- **Required:** No criminal record (verified by a criminal background check)
- **Required:** Good working knowledge of general computer procedures
- **Required:** Valid driver's license and insurable driving record.
- **Preferred:** Experience writing grants for educational projects
- **Preferred:** Proof of COVID-19 vaccine and the additional booster

**How to Apply:** Email the following to [jobs@yellowstonewildlife.org](mailto:jobs@yellowstonewildlife.org)

- Resume
- Two references (include name, phone number, and email)
- Cover letter highlighting why you are interested in this position.

## Due Date:

This position is for immediate hire and will remain open until filled.

Visit [YellowstoneWildlifeSanctuary.org](http://YellowstoneWildlifeSanctuary.org) for more information on our sanctuary & animals!

The Yellowstone Wildlife Sanctuary is a 501(c)(3) nonprofit organization.