

Looking for a Career in Conservation?

Join our Stewardship Team and help keep Nevada wild!



Now Hiring:
Conservation Program Assistant
300 hr AmeriCorps Service Member



FRIENDS of NEVADA WILDERNESS

Location: Reno, Nevada

Position: Average 40 hours per week/300 hours total

Duration: June 2019 – Mid-August 2019

Position Description:

Assist and lead a variety of conservation projects throughout Nevada, mostly in back-country settings, manage volunteers, participate in volunteer recruitment activities such as tabling at community events, give presentations to community events, clubs and organizations, prepare and distribute press releases and media packages, learn all aspects of volunteer coordination, and provide photos and written content for Friends of Nevada Wilderness email and newsletters. This is a fantastic opportunity for those looking to start a career in conservation or related fields.



Primary Responsibilities:

- Assist and lead a variety of stewardship projects throughout Nevada, mostly in backcountry settings where hiking between 1-10 miles and carrying heavy loads may be required.
- Manage and support volunteers in remote locations, keeping them comfortable and inspired
- Take photos and name, edit, and store photos from stewardship program trips and events
- Accurate and timely inputting of data and preparation of project files
- Participate in volunteer recruitment activities such as tabling at community events
- Give presentations about Friends of Nevada Wilderness and current volunteer opportunities at community events, and to clubs, classrooms, and organizations.

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- Assist in preparation and distribution of press releases and media packages regarding stewardship opportunities and events to media outlets
- Distribute and maintain posters and fliers throughout the community
- Provide written content and photos for Friends of Nevada Wilderness' once-a-month e-mail and twice-a-year print newsletters
- Keep equipment clean and in working order at all times

Basic Qualifications:

- 18 or older
- US citizen or equivalent
- High School Diploma/GED
- Ability to hike up to ten miles per day with a 40-pound pack.
- Basic Computer skills- Word, Excel, data entry
- Flexibility regarding work schedule, weekends will be required*
- Self-motivated and flexibility while working in a multi-task environment
- Current Driver's License required
- Ability to communicate and work with a diverse population
- Off highway driving experience and the ability to handle large vehicles
- Enjoy the outdoors - due to the remote nature of work, camping will be required

Ideal Qualifications:

- Degree or some college in a related field
- Backcountry camping/backpacking experience
- Backcountry cooking experience
- Leadership experience in a backcountry setting
- Environmental education background preferred but not required
- Wilderness First Aid certification

Compensation

- Americorps Stipend - \$1,212.50/month, additional \$500 living stipend from FNW at completion of service.
- Education Award at completion of service
- Invaluable experience running all aspects of a conservation program, managing volunteers, and coordinating projects.

Notes:

- Persons with disabilities are encouraged to apply.
- This position does not have recurring access to vulnerable populations.
- Nevada Outdoor School does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, marital status or age in its programs, activities or in its hiring and employment practices.
- This AmeriCorps program is made possible by a generous grant from Nevada Volunteers.
- There is no housing or transportation (except to stewardship projects and events from the office) provided with this position.

To apply, please e-mail a cover letter, resume, and references directly to employment@nevadawilderness.org with the subject line "300 hr Conservation Program Assistant".

**Note: The AmeriCorps member responsibilities require a flexible schedule to be determined weekly or monthly with their supervisor. This position does require frequent weekend work.*