

# Solana Center for Environmental Innovation

## Environmental Educator Assistant

Join our award winning organization to help lead change for grassroots environmental action. Our dedicated team, through outreach and education initiatives, serves as a critical community resource for San Diego County on issues and practices surrounding soil, water, and zero waste. Solana Center is a non-profit organization and has worked with people of all ages to support local sustainability since 1983.

### Duties and Responsibilities:

#### Primary

- Support Education Director with presentation materials, researching and organizing materials, and general administrative tasks
- Create Excel spreadsheets, flyers, PowerPoint presentations, graphs in support of reports
- Assist with informative presentations to a wide range of audiences
- Staff community outreach events/booths
- Prepare, pack, and maintain event/presentation materials
- Ability to engage in field work
- Professional representation of Solana Center and ability to maintain a positive working relationship with clients
- Strong communication skills

#### Support

- Support special projects
- Support research and develop new curriculum and creative presentation approaches
- Support publication of our website, newsletter, blog, and social media
- Answer environmental inquiries via our Rotline
- Regular contract reporting
- Other duties as assigned

#### Required Qualifications

- Ability to occasionally work weekends, evenings, and have flexible start and end times
- Organization and time management skills
- Strong computer skills: Microsoft Office, CiviCRM or relevant software, and Google platforms
- Commitment to working in a team environment
- Capable of lifting 30 lbs.
- Driver's license

#### Preferred Qualifications

- Bilingual (Spanish)
- Sustainability/environmental training/experience
- Experience teaching adults and children

This position is part-time, at-will, non-exempt and is paid \$12/hour, according to the laws of the State of California. There are no benefits for this position. Solana Center for Environmental Innovation is an Equal Opportunity employer.

**Please send a cover letter/email and resume to [hr@solanacenter.org](mailto:hr@solanacenter.org)**

