



## **Hawk Ridge Bird Observatory Traineeship Program** **Environmental Education Trainee Application**

The Hawk Ridge Nature Reserve in Duluth, MN is well known for the fall bird migration. It's one of the best places in North America to observe large numbers of birds of great diversity migrating each fall. The Hawk Ridge Bird Observatory (HRBO) is the non-profit organization that manages and conducts bird research and education at the nature reserve. The mission of HRBO is to protect birds of prey and other migratory birds in the western Lake Superior region through research, education, and stewardship.

As part of its educational and conservation goals, HRBO is offering traineeships for those seeking hands-on professional experience to assist them in their pursuit of higher level education and/or career in a field consistent with HRBO's mission. Training will focus on the fall bird migration research and education at Hawk Ridge Nature Reserve. Training will be conducted by our managers with much knowledge and expertise in the field. This is a great experiential opportunity for trainees to learn from our best! Trainees will also complete a special project pertaining to their focus area that will be developed with their training supervisor. Trainees will be provided a stipend of \$100 per week and lodging. In order to apply, trainees must be at least 18 years old, have a valid driver's license, and personal vehicle for transportation.

HRBO is currently seeking **two Environmental Education Trainees** for the 2018 fall migration season. **The Environmental Education Traineeships will run from Friday, August 24<sup>th</sup> to Thursday, November 1<sup>st</sup>, 2018.** The Environmental Education Traineeship primary goals are to: learn outdoor interpretation and education techniques and skills; gain experience with program delivery and interacting with volunteers and visitors of all ages; learn techniques and options for developing and managing outdoor educational programs; and learn about bird conservation research, identification techniques, biology and migration.

To apply for an Environmental Education Traineeship, please submit (**email preferred**) a cover letter, resume, and affirmative action form (see below on p. 2): Janelle Long, Executive Director, ([jlong@hawkridge.org](mailto:jlong@hawkridge.org)) **preferably by Friday, May 25<sup>th</sup>, 2018.** By mail: HRBO, P.O. Box 3006, Duluth, MN 55803. **Applications will be accepted until filled and early applications are encouraged.**

### **Please include in your cover letter and/or resume:**

1. A description of the goals you want to accomplish through the traineeship program
2. A description of your educational and/or career plans upon completion of your traineeship
3. A description of educational courses and/or work experiences relevant to the traineeship program
4. An outline of any skills, hobbies or other interests that may help you in your training
5. The names, addresses and telephone numbers of at least three references (1-2 must be work-related)

For further information, please contact Janelle Long, Executive Director, Hawk Ridge Bird Observatory, at [jlong@hawkridge.org](mailto:jlong@hawkridge.org) or (218) 428-6209 or visit our website at: [www.hawkridge.org](http://www.hawkridge.org)



Hawk Ridge Observatory is a nonprofit organization that values diversity. Applicants for volunteer positions with Hawk Ridge are invited to participate in the affirmative action program by sharing their gender and race/ethnicity. In extending this invitation, we advise you that: (a) applicants are under no obligation to respond; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in the affirmative action program. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

**Name:**

**Traineeship Position Applied for (please circle):** Bird Banding, Bird Migration Count, or Environmental Education

**Race or Ethnicity Identity\* (select one, see below for definitions)**

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

**Gender**

- Male
- Female
- I do not wish to self-identify

**How did you hear of our opening?**

- Referral
- Hawk Ridge website/news
- Social Media
- Job Site – please specify which one:
- Other – please explain:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **\*EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES**

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (*not Hispanic or Latino*)** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**Black or African American (*not Hispanic or Latino*)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (*not Hispanic or Latino*)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Asian (*not Hispanic or Latino*)** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**American Indian or Alaska Native (*not Hispanic or Latino*)** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**Two or more races (*not Hispanic or Latino*)** - All persons who identify with more than one of the above races.