



## **Fall Seasonal Naturalist Position Announcement**

The mission of Hawk Ridge Bird Observatory (HRBO) is to protect birds of prey and other migratory birds in the western Lake Superior region through research, education, and stewardship. Education at HRBO is designed to compliment and fulfill this mission with programs about birds and their environment, while building awareness and appreciation for bird conservation.

HRBO is seeking 1 full-time seasonal naturalist and 1 part-time seasonal naturalist for the fall 2020 season for 9 weeks August 30-October 31. Applications will be accepted until filled (note: early applications are encouraged and preferred by Friday, May 15, 2020).

**\*Please note that while we are hopeful to fulfill fall seasonal positions as normal, circumstances are subject to change due to COVID-19. Candidates will be made aware of changes, as soon as possible.**

### Primary Responsibilities:

- Teaching formal environmental education programs to groups (school, private and the general public)
- Teaching informal interpretive programs via education tables and kid's cart
- Providing interpretation and answering questions about raptor identification, natural history of birds, and the fall migration at Hawk Ridge Nature Reserve
- Conducting live bird education demonstrations
- Assisting managers with visitor relations, merchandise sales, volunteers, & fundraising activities/events

### Qualifications:

- Bachelor's degree required for full-time position (Education or Environmental Education preferred).
- Demonstrated teaching experience (2+ years preferred)
- Knowledge of birds, especially raptors preferred
- Driver's license and personal vehicle required

### Desired Experience

- Experience in working and teaching outside in many weather conditions
- Demonstrated animal-handling experience (preferably birds)

### Essential Personal Characteristics

- Enthusiastic and passionate about teaching others
- Communicates respectfully and effectively with teachers, students, staff, volunteers, & visitors of all ages

- Flexibility in work hours on weekends and possibly some evenings
- Ability to work independently

Compensation: Hourly pay at \$11-12/hour based on experience; lodging provided, if available

If you wish to apply for the HRBO Seasonal Naturalist position, please submit your resume (required & email preferred) and optional cover letter and Affirmative Action form (on next page) to: Janelle Long ([jlong@hawkridge.org](mailto:jlong@hawkridge.org)), Executive Director, and Margie Menzies ([mmenzies@hawkridge.org](mailto:mmenzies@hawkridge.org), Education Director **by May 15, 2020**. By mail: HRBO, P.O. Box 3006, Duluth, MN 55803. Note: Posting will remain open to apply to until filled.

**Please include in your resume or cover letter:**

1. Contact info for three references (both email & phone preferred)
2. If applicable, transcripts showing courses and/or certifications and/or training relevant to the position

Visit our website at [www.hawkridge.org](http://www.hawkridge.org) or call (218) 428-6209 with questions.



Hawk Ridge Observatory is a nonprofit organization that values diversity. Applicants for 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:**

**Position applying for:**

**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.