Education and Outreach Associate Fellowship (2018)

Organizational Overview
The mission of the Aldo Leopold Foundation is to foster a land ethic through the legacy of Aldo Leopold. Our mission is broadly interpreted and applied in education and land care through local, regional, and national initiatives. Based in beautiful Baraboo, Wisconsin, we interpret Aldo Leopold’s Shack and Farm, a National Historic Landmark, for thousands of visitors each year. Our care of this special place and surrounding areas continues a Leopold family tradition while demonstrating on-the-ground conservation relevant to the 21st century. Through outreach we share Leopold’s land ethic and A Sand County Almanac widely. Utilizing these and other initiatives, we actively engage educators, citizens, natural resource professionals, and private landowners to build a land ethic and improve land health in their own communities.

Future Leaders Program Overview
Leadership in conservation is a critical piece to solving the ongoing and emerging environmental issues of today. The Aldo Leopold Foundation’s Future Leaders Program is designed to provide recent graduates and early career professionals the opportunity to gain experience and grow in six core areas: understanding conservation leadership, finance and fundraising, applied science and natural history knowledge, partnership building, strategic planning, and communication. Each of these areas is addressed through a formal curriculum and applied on-the-job experiences that allow for exploration of each topic and time for each fellow to practice and apply these key elements of leadership. Fellows specialize within one of two program areas, Education and Outreach or Land Stewardship, depending on their individual career aspirations.

Position Impact Statement
The Education and Outreach Fellow supports an array of on-site and outreach education programs, creating opportunities for audiences to learn about Aldo Leopold, the foundation, and our work to advance a land ethic and land health locally and globally.

Position Summary
The Education and Outreach Fellowship is designed to help recent graduates and young professionals build a wide array of skills needed to contribute to, conduct, and manage education programs at non-profit conservation organizations through firsthand experience in program planning, delivery, and communications. The Fellow will lead interpretive tours of the Leopold Shack – a National Historic Landmark – and the Leopold Center – a LEED-certified green building – for visitors from around the country and the world. Most of the Fellow’s time, however, is spent behind-the-scenes assisting education staff with program planning, promotion, and logistics. The Fellow will have opportunities to interact with a diverse range of conservation professionals and the Leopold family, who play active roles in guiding and executing the foundation’s mission. The Fellow will also participate in a wide variety of professional development trainings focusing on the six core areas of the Future Leaders Program outlined above. These opportunities will constitute 20% of the total fellowship hours.
Essential Duties and Responsibilities

Education/Public Programming

- Lead interpretive tours of the Leopold Shack and the Leopold Center for conservation professionals, high school and college students, adult groups, and the general public.
- Staff the Leopold Center information desk as needed. Tasks include answering phone inquiries about foundation programs and services, orienting visitors to visitation options, selling admission tickets and gift shop merchandise, tracking visitor geography, and promoting annual memberships.
- Help plan, promote, organize, and staff public programs, events, workshops, and/or meeting rentals at the Leopold Center.
- Develop and lead a small number of theme-based interpretive programs that incorporate both the mission of the foundation and personal interests, skills, and expertise.
- Manage volunteers for tours, events, and special programs, as needed.

Outreach/Communications

- Write news articles and blog posts for the foundation’s website, press releases for local media, and grant proposals to support educational programming.
- Assist with social media content creation and curation by learning the basics of managing organizational Facebook, Twitter, and Instagram accounts and designing and implementing a weekly content series.
- Design program and event flyers, and contribute to larger interpretive design projects as needed.
- Reach out to local partners and organizations to foster support for the foundation and collaborate on programming.
- Become familiar with the life and work of Aldo Leopold and his family while exploring your own connection to and understanding of the land ethic.

Qualifications Summary

The Aldo Leopold Foundation seeks a recent graduate or early career professional with a degree in environmental education, environmental sciences, environmental studies, or a related field. Applicants should have an interest in and passion for learning about and executing educational programs for non-profit conservation organizations. The ideal candidate will have excellent communication skills, experience working with children or adults in an educational setting, the ability to work independently and to multitask, and demonstrated leadership capabilities.

Applicants should be creative, professional, and eager to learn. Applicants should also be willing and able to lead programs while hiking more than a mile outdoors in all weather conditions amidst a thriving mosquito and tick population. All applicants must be eligible to work in the United States at the time they apply. We also ask our staff and fellows to play an active role in helping build an inclusive community and culture at the foundation.
Fellowship Term, Hours and Schedule
The Fellowship will begin on Monday, March 12, 2018 and will conclude on Friday, December 14, 2018. The Education and Outreach Fellow will start with a Monday-Friday schedule and transition to a Tuesday-Saturday schedule in mid-April. Typical office hours are 9:00am to 5:00pm daily, although some flexibility in scheduling may be required. **Fellows must commit full-time to the entire nine-month program.**

Fellowship Compensation
The Education and Outreach Fellow will be paid $580 biweekly. Fellows also receive nine days of paid vacation. Housing is provided in the recently completed Future Leaders Center (internet and utilities included).

Approximate Hiring Timeline
February 1, 2018: Applications Due
February 12-16, 2018: Phone Interviews
March 12, 2018: Preferred Start Date

Application Procedure
Please send the following application materials to Maria Kopecky, Outreach Education Coordinator (maria@aldoleopold.org) by February 1, 2018.

1. A one-page cover letter,
2. A resume (no more than two pages), and
3. A 300-500 word response to the following prompt: Please describe one instance in your academic or professional career in which you have demonstrated leadership. What qualities made you successful and what did you learn from the experience?

**Applicants must also have two academic and/or professional references complete the Fellowship Reference Form located here by February 1, 2018.** Direct link: www.aldoleopold.org/2018-fellowship-references

The Aldo Leopold Foundation is an equal opportunity employer, and recognizes that just as a healthy ecosystem depends on biodiversity, a healthy human society depends on cultural and social diversity. We are committed to expanding the conversation on land ethics by acting to achieve a rich diversity of staff, board, volunteers, members, supporters, and those we seek to engage with our programming. We encourage applicants to address this foundation goal in their application materials.