

Klamath Bird Observatory

Advancing bird and habitat conservation through science, education, and partnerships



Job Announcement

Job Title: Environmental Education Assistant (Five-month paid)

Compensation: \$18 an hour

Location: Ashland, Oregon; regular travel required

Application: Send a cover letter, resume, and 3 professional references to Elva Manquera-DeShields (ejm@klamathbird.org)

Application Deadline: Review of applications will begin June 8th and continue until filled

Job Description: Klamath Bird Observatory (KBO) seeks a five-month paid Environmental Education Assistant to expand KBO's capacity for K-8 environmental education programming. The intern will support KBO's "Birding from the classroom to the field" project, which strengthens bird-focused outdoor and experiential learning for Southern Oregon students and educators.

Working closely with KBO's Outreach Manager and education staff, the assistant will assist with updating and organizing KBO's curriculum; preparing teaching materials; supporting a new "video bird feeder" classroom pilot; assisting with teacher communications and feedback; and helping deliver classroom visits, guided bird walks, and field trips. This position will help connect youth to local ecosystems through hands-on, bird-focused learning, field experiences, and a curriculum grounded in conservation science.

Core duties include assisting with three classroom visits and two field trips for K-8 students, including field trips to the bird banding station where students observe bird monitoring, learn about conservation science, and explore jobs in the conservation sector. The assistant will help facilitate activities, guide students during bird walks, prepare equipment and materials, and support evaluation activities that refine the pilot program and curriculum.

Job Status:

This is a Non-exempt position. Non-exempt employees are subject to minimum wage and overtime requirements and are generally paid on an hourly basis

About KBO: Klamath Bird Observatory advances bird and habitat conservation through science, education, and partnerships. We use birds as indicators of the healthy and resilient ecosystems on which we all depend. Our program areas reflect the highest conservation priorities for reversing the decline of western bird populations and the habitats on which they depend. Our current applied ecology programs focus on improving management and restoration of conifer forests, oak woodlands, riparian habitats, and alpine meadows. Our theoretical research improves our understanding of historic, current, future population trends of birds in those same ecosystems and studies birds throughout their full annual life cycle to identify the limiting factors that birds face during breeding and non-breeding seasons. We bring our results to bear through science delivery involving partnership driven engagement in conservation planning, informing the critical decisions being made today that will have lasting influences on the health of our natural resources well into the future.

Primary Job Duties:

- Assist with updating and organizing KBO curriculum, including integrating current state science and environmental literacy standards and culturally responsive elements.
- Help integrate culturally responsive approaches, including place-based examples, Indigenous knowledge where appropriate, and activities that reflect the diverse communities KBO serves.
- Support development and revision of lessons, mini-activities, teacher guides, handouts, and lesson packets for year-round bird-focused learning.
- Assist with gathering and organizing bird-related curriculum and resources for KBO and eBird NW to improve educator access to high-quality, field-tested bird education materials.



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- Prepare teaching materials, including assembling lesson packets, organizing program supplies, refreshing hands-on classroom and field materials, and helping stabilize bird skull specimens after Paraloid treatment.
 - Support the "video bird feeder" classroom pilot by assembling materials, preparing written guides, coordinating birdseed and equipment, assisting with teacher communication, and supporting classroom implementation.
 - Help develop, distribute, administer, and compile results from teacher feedback surveys to refine the video bird feeder pilot and curriculum updates.
 - Assist with three classroom visits, each including a 2-hour presentation/activity followed by a guided bird walk at a nearby natural area.
 - Assist with two field trips to the bird banding station at Wildlife Images, where students observe bird monitoring, learn about conservation science, and explore jobs in conservation.
 - Facilitate or co-facilitate K-8 activities, support student observation skills, guide students during bird walks, and help connect indoor and outdoor learning.
 - Prepare, transport, set up, maintain, and clean program equipment and materials for classroom visits, bird walks, field trips, and outreach events.
 - Support educator engagement and communication, including scheduling logistics, reminders, follow-up, surveys, and resource sharing.
 - Track participation, materials, survey responses, educator feedback, stories, and other information needed for program evaluation and reporting.
 - Help create inclusive, welcoming, culturally responsive, and accessible learning spaces for youth and educators from diverse backgrounds.
 - Communicate professionally with KBO staff, educators, partners, volunteers, students, families, and community members.
 - Represent KBO's non-advocacy approach of conservation-relevant science to partners and the public.
 - Perform other duties as assigned.

Qualifications:

- Experience in environmental education, education, biology, ecology, natural resources, ornithology, interpretation, outdoor recreation, youth development, or a related field.
- Strong interest in K-8 environmental education, outdoor and experiential learning, birds, natural history, habitat conservation, and conservation science.
- Experience or enthusiasm working with children, K-8 students, educators, families, and/or community audiences.
- Ability to communicate clearly and respectfully with audiences of different ages, backgrounds, cultures, and levels of outdoor experience.
- Reliable, organized, detail-oriented, and able to meet deadlines, manage materials, track information, and follow through on assigned tasks.
- Ability to work both independently and collaboratively in office, classroom, community, and outdoor settings.
- Ability to help facilitate lessons, field activities, guided bird walks, and group learning experiences with appropriate supervision.
- Comfort working outdoors in a range of weather and field conditions, including uneven terrain and areas where poison oak, ticks, biting or stinging insects, and wildlife may be present.
- Ability to lift and carry program supplies and field equipment up to 30 pounds, with or without reasonable accommodation.
- Availability for a flexible schedule that may include occasional early mornings, evenings, and weekends for field trips, classroom visits, and outreach events.
- Proficiency with basic computer tools such as Google Workspace and/or Microsoft Office; willingness to learn survey, program tracking, and communications tools.



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- Must be able to travel to program sites. If driving for KBO, must provide and maintain reliable transportation, a valid driver's license, and meet minimum driving record and insurance requirements.
 - Ability to pass a background check required for working with youth.
 - Spanish language skills, bilingual/bicultural experience, experience working with rural or under-resourced schools, First Aid/CPR certification, eBird/community science experience, and/or knowledge of regional birds and habitats are preferred but not required.
 - Experience with youth safety, classroom or group management, interpretation, curriculum development, field trip coordination, culturally responsive education, community science, or outreach communications is preferred but not required.

It is Klamath Bird Observatory policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, gender, gender identity, gender expression, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service, physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.