



Job Title: PINES Assistant
Hiring Range: \$12-14/hr. (10-12 hours per week)
Job Term: Temporary
Location: Williamson Preserve & Remote
Deadline to apply: August 19th, 2022
Preferred state date: September 19th, 2022
End date: June 2023 (Flexible)

About the PINES Assistant:

Triangle Land Conservancy (TLC) is an accredited land trust serving a 6-county area in the Triangle region of North Carolina. TLC strives to create a healthier and more vibrant region by safeguarding clean water, protecting natural habitats, supporting local farms and food, and connecting people with nature through land protection and stewardship, catalyzing community action, and collaboration.

TLC's Education and Outreach team seek a part-time Pathways into Natural Environments and Science (PINES) Assistant from September 2022 through June 2023. The PINES program opens a pathway of opportunities for a diverse group of Knightdale High School students in the field of conservation and natural resources. Through this program, students learn about career opportunities in conservation, build relationships with TLC staff and board members, and learn about conservation through immersive experiences surrounding TLC's four benefits of land conservation. The PINES Assistant will help TLC's Education and Outreach team with planning and facilitating the 2022-2023 PINES Fellowship Cohort.

TLC seeks to attract candidates who support the mission of TLC and who respect and promote excellence through diversity. TLC is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, TLC recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. www.triangleland.org

Essential Duties Include

- Provide logistical support for weekly PINES meetings
- Lead recreational and STEM-based activities
- Recruit guest speakers and mentors
- Communicate program details with guests and mentors
- Recruit Knightdale High School students for admittance into the program
- Schedule educational opportunities for the 2022-2023 PINES Cohort
- Communicate weekly updates with PINES Fellows
- Opportunity to assist with additional Education and Outreach programs and events
- Assisting TLC with other PINES-related duties as needed

Essential Experience, Technical Skills, Attributes, and Competencies

- Current college students (undergraduate & graduate) and/or recent graduates (college & high school) are encouraged to apply
- Experience or desire to work in environmental education, community outreach, event planning/implementation, and volunteer coordination, preferably in a not-for-profit setting or other relevant experience. Familiarity with the land trusts and/or the Triangle is very helpful.
- Excellent skills in: written and verbal interpersonal communications, organization, attention to detail, time management.
- Demonstrated ability to: Be creative, manage multiple tasks at once, and work in a fast-paced event environment.
- Establish and maintain a high level of customer service with donors, partners, colleagues, and the community including handling conflicts.
- Has a strong understanding of Diversity, Equity and Inclusion and a commitment to noticing how our work can be more equitable and supporting those efforts. Demonstrated ability to work cooperatively, creatively and effectively with people of all ethnic, socio-economic, and cultural backgrounds.
- Proven problem solver and the ability to work independently.
- CPR and First Aid certification or higher, preferably Wilderness First Aid (or ability to obtain).
- Ability to work evenings and weekends as required (not a regular occurrence).

Essential Functions / Physical Demands

This position will work in both an office setting and at our nature preserves. When working outside, the PINES Assistant will be in strenuous circumstances and should be physically fit and able to work in the outdoors. Additionally, the Education and Outreach Associate should be able to travel on uneven terrain and lift objects weighing at least 30 pounds.

Preferred Schedule

For this position, you will need to be available for weekly PINES meetings – usually on a weekday after school (likely from 3:30-5:30). Over the course of this term-limited position, the PINES Assistant will work an average of 10-12 hours per week. Please note that some weeks may require the PINES Assistant to work over 10-12 hours – and others will require the PINES Assistant to work under 10-12 hours.

How to Apply:

Send a resume and brief statement of interest to Education and Outreach Manager Diquan Edmonds at dedmonds@triangleland.org by August 19th, 2022 at midnight. **Please include “PINES Assistant” in the subject line of your email.**

Triangle Land Conservancy

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www.triangleland.org