



## K-12 Advancement Specialist

Part-time (8-24 hrs/week)

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Osprey Wilds is a 501(c)(3) nonprofit residential environmental learning center on Grindstone Lake near Sandstone, Minnesota. Our mission is to instill a connection and commitment to the environment in people of all communities through experiential learning.

The K-12 Advancement Specialist is a crucial position for Osprey Wilds' success as they seek out, build and nurture new relationships with K-12 schools attending Osprey Wilds for outdoor school programming.

### Responsibilities include but are not limited to:

#### *K-12 Schools Recruitment (90%)*

- Directly seek out and connect with district, charter, private, tribal and home schools to facilitate dialogue about attending Osprey Wilds' outdoor school program with their school group
- Communicate through email, phone, mail, and in-person visits with school leaders (science teachers, social studies teachers, field trip coordinators, principals, superintendents, executive directors)
- Present to school boards, school leadership teams, PTOs, and parent groups about Osprey Wilds outdoor school programs
- Attend K-12 focused conferences and other opportunities where K-12 connections can be made
- Assist interested school groups book their reservation with Osprey Wilds' Reservations Coordinator

#### *Fellows Recruitment (10%)*

- Attend job recruitment conferences, fairs and other opportunities where we can recruit potential environmental education fellows and other staff positions
- Find digital outlets for promoting our fellowship opportunities

### Qualified candidates will have the following:

- Outstanding interpersonal skills (verbal and written)
- Positive, warm and engaging personality
- Proven ability to build relationships
- Strong passion for getting children into nature
- Interest in equitable education experiences for all children
- *Preferred, But Not Required*
  - K-12 classroom teaching experience
  - Experience working at and/or bringing school groups to a residential environmental learning center similar to Osprey Wilds
  - Familiarity with coordinating K-12 field trips



# Osprey Wilds

Environmental Learning Center

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## Compensation:

- Hourly wage: \$25 per hour
- Work from home/remotely – preference given to those living in the Twin Cities Metro Area
- Travel expenses reimbursed
- On occasion, visit Osprey Wilds and work in a beautiful setting: 780 acres with coniferous and mixed hardwood forest, creek, prairie, and wetland areas, as well as a lake with a beach
- Life insurance, short-term and long-term disability insurance
- Simple IRA plan with 3% match
- Free Employee Assistance Program
- \$300/year for professional development activities
- 25% off in our gift shop and 50% off Osprey Wilds programs

To apply, please email your cover letter (including your available start date), resume, and three references to: Nadine Meyer, Education Director, Osprey Wilds Environmental Learning Center  
Email: [meyer@ospreywilds.org](mailto:meyer@ospreywilds.org). Phone: (320) 245-2648.