



Education Advisor Position Description

Education Advisors are professional educators committed to saving species through public engagement and education. Education Advisors work alongside Animal and Conservation Program leaders to advance the conservation and understanding of species by providing direction to and coordination of project-based Education Specialists. Involvement as an Education Advisor is a great way to utilize leadership skills and education expertise to serve a wide array of projects.

Estimated time commitment: 10 hours per month

Key Responsibilities:

- Collaborate with Animal and Conservation Program leaders and project-based Education Specialists in setting public engagement goals, objectives, and outcomes.
- Establish and maintain partnerships with Animal and Conservation Program leaders.
- Provide guidance to project-based Education Specialists in work aligned with the Animal or Conservation Program's public engagement goals, objectives, and outcomes. Regularly monitor status of projects and undertake project work as needed.
- Maintain contact information for all Education Specialists and ensure the CEC (Conservation Education Committee) is kept up to date. Support the CEC in recruitment of Education Specialists to fill open positions for species and/or project work.
- Ensure regular communication among the Animal or Conservation Program's Education Specialists.
- Participate in regular communications with the CEC, including an annual survey and conference call.
- Facilitate dissemination of work of Education Specialists to ensure resources are accessible and useful.
- Familiarize self with species within the Animal or Conservation Program.
- Attend at least one program meeting per year, including closed sessions. Timing and location is program dependent. At these meetings:
 - Present on work of the Education Advisor and Specialists
 - Solicit feedback and suggestions
 - Provide Education Specialists with updates following meetings

Criteria:

Skills and Aptitudes:

- Proficiency in planning, developing, implementing, and evaluating education programming.
- Experience setting goals, and developing SMART objectives and outcomes.
- Interest and enthusiasm for the species.
- Demonstrated ability to coordinate team projects.
- Ability to maintain effective working relationships with other members of the team.

Additional requirements:

- Previous experience as an Education Advisor, Specialist or working with a TAG, SAFE, or SSP program in another capacity preferred.
- Institutional support, if applicable. See application materials.
- Supervisor approval, if applicable. See application materials.

Education Advisor Application Process:

1. A TAG, SSP, SAFE program, or the Conservation Education Committee (CEC) may begin the process by expressing the need for an Education Advisor in a particular program. Individuals may also express an interest in working as an Education Advisor with a particular program.

2. The TAG/SSP/SAFE program and CEC will announce the vacancy. Interested individuals are encouraged to submit an application to the CEC Education Advisors to Animal and Conservation Programs Initiative directly at ceceducationadvisors@gmail.com.

****All applications for Education Advisors will be reviewed by the CEC Education Advisors to Animal and Conservation Programs Initiative. The CEC maintains a database of Education Advisors and works with Education Advisors to ensure that they are supported and effective in their roles. Animal Program leaders or current Education Advisors and Specialists who receive expressions of interest directly or would like to recommend an individual to support their program should direct these inquiries to the CEC.**

3. Upon receipt of an application, the CEC will review the application for completeness and qualifications. If qualified, the application will be shared with the TAG/SSP/SAFE program leader with the CEC's recommendation.

4. If there are multiple applicants, the TAG/SSP/SAFE program and CEC will work collaboratively to determine the top candidate.

5. When an applicant is selected, the CEC will convey the offer and arrange for an onboarding call with animal program leaders, other Education Advisors and Specialists within the TAG/SSP/SAFE program, and a representative of the CEC.

Taxon Advisory Group (TAG), Species Survival Plan (SSP) or SAFE Program Education Advisor Position Application

GENERAL INFORMATION

Date:

Full Name:

ORGANIZATION INFORMATION

Organization Name:

Your Title/Position:

Length of time employed at a Zoo/Aquarium:

Organization Street Address:

City:

State:

Zip Code:

CONTACT INFORMATION

Work Phone:

Cell Phone:

Primary Email:

Secondary Email:

APPLICATION QUESTIONS

Please list the TAG, SSP, or SAFE program that you are interested in working with:

Would you consider a different program? Yes No If no, please explain:

Have you worked previously with a TAG, SSP, or SAFE program? Yes No If yes, please elaborate:

Why are you interested in becoming an Education Advisor?

Please Initial:

_____ I understand the time commitment of an Education Advisor can be considerable and anticipate having sufficient time to support this important initiative.

_____ I have received approval of my department director and immediate supervisor to, if selected, assume the role of Education Advisor.

How will your required attendance at at least one program meeting per year be funded?

Please list your membership in professional, educational or civic organizations that might be of interest to the AZA Animal or Conservation Program in which you are interested.

Please indicate skills/experiences you would bring to the position of Education Advisor by checking the applicable boxes below:

- | | |
|---|--|
| <input type="checkbox"/> Strategic planning experience | <input type="checkbox"/> Species/taxa knowledge |
| <input type="checkbox"/> Experience setting goals and Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives, and outcomes. | <input type="checkbox"/> Copywriting (graphics, website content) |
| <input type="checkbox"/> Program evaluation | <input type="checkbox"/> Corporate sponsorships/donations |
| <input type="checkbox"/> Successful grant proposal writing | <input type="checkbox"/> Website design |
| <input type="checkbox"/> Curriculum development | <input type="checkbox"/> Event planning |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Foreign language proficiency (please specify language(s): _____) | <input type="checkbox"/> Training/workshop facilitation |
| <input type="checkbox"/> Graphic design | <input type="checkbox"/> Community Based Conservation Engagement |
| | <input type="checkbox"/> Coordinating staff/volunteers |
| | <input type="checkbox"/> Other: |

PLEASE INCLUDE WITH YOUR APPLICATION:

- Your Resume/CV
- Institutional Statement of Support, if applicable. Must address time allotment for project work and, if not self-funded, allocation of funds for attendance at TAG/SSP/SAFE program meeting(s).
- Letter of Recommendation from Zoo/Aquarium senior leadership verifying experience in strategic planning and education program development.

Education Advisor Statements of Commitment and Support

Education Advisors and their supporting institutions must be willing and able to devote the necessary resources to effectively advance AZA TAG, SSP, and SAFE species through education. Key responsibilities include:

- Collaborate with Animal and Conservation Program leaders and project-based Education Specialists in setting public engagement goals, objectives, and outcomes.
- Establish and maintain partnerships with the Animal and Conservation Program leaders.
- Provide guidance to project-based Education Specialists in work aligned with public engagement goals, objectives, and outcomes. Regularly monitor status of projects and undertake project work as needed.
- Support the CEC (Conservation Education Committee) in recruitment of Education Specialists to fill open positions for species and/or project work.
- Ensure regular communication among the Education Specialists.
- Participate in regular communications with the CEC, including an annual survey and conference call.
- Facilitate dissemination of work of Education Specialists to ensure developed resources are accessible and useful.
- Familiarize self with species within the program.
- Attend at least one TAG/SSP/SAFE meeting per year, including closed sessions. Timing and location is program dependent. At these meetings:
 - Present on work of the Education Advisor and Education Specialists
 - Solicit feedback and suggestions
 - Provide Education Specialists with updates following meetings

The (Name of Institution) is committed to providing the necessary resources to support (Name of Applicant) in effectively serving as the Education Advisor for (Animal Program). This may include:

- Funding for travel to professional meetings.
- Access to computers and software necessary for communication via email and other electronic meeting formats whenever possible.
- Time within routine work schedules to accomplish Education Advisor related tasks.

The above-named institution further acknowledges that the work of an Education Advisor is not the exclusive property of the institution and enters public domain upon dissemination to other AZA institutions.

Name of Applicant:

Date:

The following will serve as your digital signature:

I, (Name of Applicant) have read and agree to the terms and conditions stated above.

Name of the Director/Governing Official:

Date:

The following will serve as your digital signature:

I, (Name of Director/Governing Official) have read and agree to the terms and conditions stated above.