



# Education Specialist Position Description

Education Specialists are passionate about saving species through public engagement and education. By participating in a Taxon Advisory Group (TAG), Species Survival Plan (SSP), or SAFE program as an Education Specialist, educators advance the conservation and understanding of species through project-based work aligned with the public engagement goals and objectives of the program. Education Specialists work collaboratively with other Education Specialists and are supported by the TAG, SSP or SAFE program's Education Advisor. Involvement as an Education Specialist is a great way to network, develop skills, and contribute to the conservation of species.

Estimated time commitment: project dependent

## **Key Responsibilities:**

- Participate in setting public engagement goals and SMART objectives and outcomes, led by the program's Education Advisor.
- Undertake project-based work in alignment with the identified goals and objectives.
- Work collaboratively with other Education Specialists to achieve project goals and objectives.
- Communicate regularly and effectively with other Education Specialists and the Education Advisor.
- Familiarize self with species within the program.

## **Criteria:**

### *Skills and Aptitudes:*

- Experience planning, developing, implementing, and/or evaluating education programming.
- Interest and enthusiasm for the species within the program.
- Ability to work both independently and as a member of a team to complete a project.
- Ability to maintain effective working relationships with other members of the team.

### *Additional requirements:*

- Statement of institutional support, if applicable. See application materials.
- Letter of recommendation. See application materials.

## **Education Specialist 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 Specialist in a particular program. Individuals may also express an interest in working as an Education Specialist 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](mailto:ceceducationadvisors@gmail.com).

**\*\*All applications for Education Specialists 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. 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 program leaders, other Education Advisors and Specialists within the TAG/SSP/SAFE program, and a representative of the CEC.

# Education Specialist 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 previously worked with a TAG, SSP, or SAFE program?    Yes    No    If yes, please elaborate:

Why are you interested in becoming an Education Specialist?

Please Initial:

\_\_\_\_\_ I understand the time commitment of an Education Specialist 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 Specialist.

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

The TAG, SSP, or SAFE program may occasionally recruit an Education Specialist to help with a specific project; for example, an educational toolkit, posters for an advocacy campaign, or assistance with website design. To help us match your experience and skills with the appropriate projects, please indicate your skills below

- |   |  |
|---|--|
| <input type="checkbox"/> SMART goal, objective and outcome setting                        | <input type="checkbox"/> Corporate sponsorships/donations        |
| <input type="checkbox"/> Program evaluation   | <input type="checkbox"/> Website design                          |
| <input type="checkbox"/> Successful grant proposal writing                                | <input type="checkbox"/> Event planning                          |
| <input type="checkbox"/> Curriculum development   | <input type="checkbox"/> Fundraising                             |
| <input type="checkbox"/> Social media   | <input type="checkbox"/> Training/workshop facilitation          |
| <input type="checkbox"/> Foreign language proficiency (please specify language(s): _____) | <input type="checkbox"/> Community Based Conservation Engagement |
| <input type="checkbox"/> Graphic design   | <input type="checkbox"/> Supervising staff/volunteers            |
| <input type="checkbox"/> Species/taxa knowledge   | <input type="checkbox"/> Other:                                  |
| <input type="checkbox"/> Copywriting (graphics, website content)                          |  |

PLEASE INCLUDE WITH YOUR APPLICATION:

- Your Resume/CV
- Statement of Institutional Support, if applicable. See form.
- Letter of Recommendation

## Education Specialist Statements of Commitment and Support

Education Specialists 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:

- Participate in setting public engagement goals and SMART (Specific, Measurable, Achievable, Relevant and Time-bound) objectives and outcomes, led by the program's Education Advisor.
- Undertake project-based work in alignment with the identified goals and objectives.
- Attend quarterly phone/video call meetings of Education Specialists within the program, facilitated by the program's Education Advisor.
- Communicate regularly and effectively with the program's Education Advisor.
- Familiarize self with species within the program.
- Work collaboratively with other Education Specialists to achieve project goals and objectives.

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

- 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 Specialist related tasks.
- Note: attendance at Animal or Conservation Program meetings is not required.

The above-named institution further acknowledges that the work of an Education Specialist 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