

Shirley Heinze Land Trust
2024 Student Experiences Coordinator



About Shirley Heinze Land Trust:

Shirley Heinze Land Trust (SHLT) is a 501(c)3 non-profit organization whose mission is to preserve and restore the natural lands and waters in northwestern Indiana, and to engage people in nature and conservation. Shirley Heinze Land Trust manages more than 3,000 acres, and the organization also focuses on educational programming, community conservation, as well as agricultural land protection and water quality monitoring across its geography.

Position Summary:

The Student Experiences Coordinator will work with the Project Manager and Conservation Director, assisting with the management of a cohort of interns focusing on a variety of projects. There is one position available for summer 2024 for 40 hours per week for 12 weeks between approximately May 28th and August 16th, with a stipend of \$12,000 to be paid out as hourly (approximately \$25/hr) every two weeks.

Duties will include:

- Supporting the management of summer student experience for college students including progress check-ins, hours tracking, and giving guidance on project management
- Attend pre-summer meetings with SHLT staff to prepare for student experiences cohort
- Support development of place-based curriculum around SHLT programs and preserves
- Other duties as assigned

Qualifications:

- Minimum one year experience as a high school educator in a STEM related topic, environmental science or biology preferred.
- Prior experience managing students in a project based setting
- Valid driver's license
- Experience with Microsoft Office programs required
- Experience with ArcGIS preferred
- Effective verbal and written communication skills
- Ability to prioritize and manage multiple ongoing tasks

Work Location and Environment:

SHLT offices are located at Meadowbrook Nature Preserve (109 W 700 North, Valparaiso, IN 46385). This position is in-person and will require both office and field work.

Equal Opportunity Employer:

Shirley Heinze Land Trust is an Equal Opportunity Employer. All decisions to recruit, hire, promote, and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disabilities, or veteran status.

To Apply:

Please apply by filling out the Google Form at the link below:

<https://forms.gle/jmcGmfvzgYS1pBiNA>

Applications made through other platforms will not be considered.

Deadline: February 25, 2024