



SHADOW Lake Nature Preserve

PO Box 58963 // 21656 184th Ave SE

Renton, WA 98058

shadowhabitat.org

info@shadowhabitat.org

(425) 432 4914

Position Title: Restoration & Education Manager

Location: Renton, WA

This is a part-time, hourly position. The Education & Restoration Manager will be responsible for oversight of the Education and Restoration Programs at SHADOW Lake Nature Preserve. This includes leading groups of SHADOW volunteers in the field, guiding outdoor education programs, coordinating with local teachers and school districts, and some high-level planning of restoration activities.

The ideal candidate is driven and self-sufficient, with high emotional intelligence and a passion for environmental conservation.

Salary, Benefits, Schedule

- **20 hours/week**
- **\$18 - \$24/hour** (Based on experience)
- 1-week paid vacation annually. 1-week of paid sick leave.
- SHADOW is closed to the public during last two weeks in December and first week of January.
- **SHADOW's Office is open Tuesday – Saturday.** Some additional weekend and evening hours will be required with ample notice.
- Work in a calm, natural, peaceful setting at the 109-acre Nature Preserve.
- Valid WA State Driver's License and reliable transportation with current insurance are required. Position involves some local travel. Reimbursement is available for work related travel and parking expenses.

Location: SHADOW Lake Nature Preserve office is located at **21656 184th Ave SE, Renton, WA 98058.**

To be considered

Please submit a thoughtful cover letter and current resume in Word or PDF format.

Subject: Restoration & Education Applicant

Isabelle Feraudo, Executive Director – isabelle@shadowhabitat.org

CC: Max Prinsen, Board President - max@shadowhabitat.org

Applications accepted on a rolling basis until the position is filled.

SHADOW is an equal opportunity employer. Criminal background screening and successful past employer reference checks will be conducted. SHADOW is an 'at will' employer.

SHADOW Lake Nature Preserve stewards critical habitat, increases access to green spaces, and provides inclusive environmental education to cultivate a land use ethic throughout the Puget Sound Region.





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Roles & Responsibilities

Restoration

- Offer technical assistance regarding restoration priorities and ecosystem function.
- Facilitate Saturday Restoration Work Parties - includes identifying project areas, ensuring program safety, coordinating waste removal, and ensuring adequate staffing.
- Manage and maintain tools and equipment.
- Oversee maintenance of SHADOW's existing trail system and grounds.
- Oversee the 17-acre restoration project occurring in SHADOW's Upland Forest, includes working with Silviculture contractors, volunteers, and grantors.

Education

- Maintain ongoing educational programming at SHADOW, including fieldtrips, tours and walks with community groups, guided nature walks, and partner classes. These programs are geared towards students of all ages.
- Forge relationships to expand SHADOW's partner network and provide customer service to teachers and group leaders.
- Coordinate all elements of educational events and fieldtrips including volunteer management and program planning.
- Expand SHADOW's contacts by working with diverse community groups.

Operations

- Hire, train, and evaluate SHADOW's 6-month, stipend, Restoration & Education Intern.
- Oversee intern's schedule, ensuring adequate staffing for all SHADOW events.
- Assist in research and content creation for grants related to SHADOW's programs.

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Qualifications

- 4-Year University degree.
- College-level coursework &/or experience in environmental science &/or land conservation highly desired.
- 1 –2 years of restoration or classroom experience highly desired.
- Wilderness First Aid or Wilderness First Responder certification highly desired.
- Strong verbal and written communications skills.
- Self-motivated, self-starter – Applicant should be passionate about SHADOW Lake Nature Preserve's mission and excited to explore creative ways to advance that mission.
- Proven ability to work in a fast-paced environment and strong time management skills.
- Demonstrated leadership skills and the ability to manage large projects and groups.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint. Experience with GIS, WordPress, or Salesforce is desired.

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