POSITION ANNOUNCEMENT
Program Assistant, Forest Preserve Experience Program
Reports to Program Manager
Open until filled | Start Date: May 21
Salary: $19 per hour
30 hours per week (full time) from May 21 to July 30
Monday through Friday for 10 weeks

Organization
Mission: We unite people to protect, promote, and care for the forest preserves in Cook County.

Our community advocates for the responsible management of the nearly 70,000 acres of forest preserves in Cook County through advocacy, engagement, and stewardship of the land. Some of the best natural areas in Illinois are right here in Cook County, right outside your urban backdoor. Join our team and help us ensure they are here for the next 100 years.

Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don’t sprint on a regular basis).

Operating Budget: $3,200,000

Summary: The Program Assistant will assist in the preparation, management, implementation, and reporting of the Forest Preserve Experience Program under the supervision of the Program Manager.

Duties:
- Provide recruitment, hiring, management, and reporting support for summer high school program for up to 100 youth led by 15-20 leaders.
- Support crew leaders and assistant crew leaders with daily needs for running program, transportation coordination, transporting equipment, various administrative tasks, and more.
- Plan, coordinate with partners, and ensure smooth execution of environmental education and experience days.
- Fill in for crew leaders as needed during course of five-week program.
- Lead variety of hands-on conservation and restoration projects as well as environmental enrichment activities on-site at forest preserves in Cook County.
- Engage teens, promote team-building, and lead by conducting appropriate games and activities.
- Assist with procurement of supplies and equipment.
- Provide administrative support for Program Manager.
Qualifications:
- 21 years or older
- Valid driver’s license for more than three years and clean driving record
- Working knowledge of spreadsheet, word processing, and digital calendar software
- Ability to meet at forest preserves and community colleges in south and west suburbs
- Experience working with and mentoring diverse youth
- Ability to maintain safe, productive, and enjoyable work environment
- Outdoor skills, plant identification skills, and knowledge of Midwestern ecology preferred but not required
- Ability to effectively communicate to large audiences
- Current Illinois Alternative Herbicide license, First Aid and CPR certifications or ability to acquire before program start, facilitated and paid for by Friends if needed
- Ability to lift and move heavy objects (50 pounds) and to work outside in inclement weather and extreme temperatures
- Flexibility in work hours required

For more information and to apply: Please NO calls, faxes, office visits, or emails (other than emails presenting resume and cover letter). Send cover letter, resume, and two references to Melissa Agarwal, Program Manager, melissa@fotfp.org.

Women, minorities, and seniors are strongly encouraged to apply. Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status). Friends is an equal opportunity employer promoting diversity in the environmental community.