Pollinator Project Rogue Valley
Pollinator Pals Community Educator

Employment Type: Permanent part-time, 20 - 25 hours per week, including occasional evenings and weekends
Compensation: Starting at $20 per hour, depending on experience and funding.
Benefits: Flexible schedule. Up to two weeks paid vacation, five paid holidays, and one unpaid personal day. Unpaid sick leave. Reimbursement for work-related travel from office to work locations. Professional development opportunities.
Location: Pollinator Project Rogue Valley, 312 N. Main St., Suite C, Phoenix, OR; area schools, community venues, our Children Learning Garden in Blue Heron Park, other area parks, and native plant pollinator gardens as applicable.; work-from-home arrangement when appropriate.
Schedule: Flexible, preferred Wednesday-Friday with occasional evenings and weekends.
Deadline to Apply: 12/15/2026 5pm
Position Start Date: 1/13/27 or earlier if possible
Interview process: In person preferred.

Questions? Email Ethan@PollinatorProjectRogueValley.org

Position Overview

Pollinator Pals is the youth education program of Pollinator Project Rogue Valley, a nonprofit based in Phoenix, Oregon. This program incorporates creative programming and hands-on activities to teach youth, from kindergarten to high school, about the importance of native pollinators and native plants for our local ecology and food systems. The Community Educator position involves teaching pre-K through high school students around Southern Oregon on the topics of native plants, pollinators, and our local ecology. In addition to teaching, the role involves preparing for lessons and activities, participating in community events, scheduling in-office time, and assisting with native plant garden maintenance. This position reports to the Pollinator Pals Manager.

Pollinator Pals Education Program Mission and Scope

"Conservation through Education"

Since 2023, Pollinator Pals is the youth education program of Pollinator Project Rogue Valley, a nonprofit based in Phoenix, Oregon. This program incorporates creative STEAM programming and hands-on activities to teach youth, from pre-K to high school, about the importance of native pollinators and native plants for our local ecosystems and food systems. Pollinator Pals supports PPRV's mission by connecting with children and teens in schools, at community events, in parks, and as a partner with community organizations to provide creative place-based lesson plans, indoor and outdoor activities, and more. Working with PPRV's Education Committee, staff develops and provides lesson plans, interactive and art activities, field trips, library story times, videos, games, quizzes, and more, to support the goals of the instructor and/or the event. All material can be provided in Spanish.

Learn more about Pollinator Pals on our website.

Responsibilities and Duties include but are not limited to:

- Teaching in a variety of classroom and/or outdoor settings and leading educational activities such as pollinator counts, arts and crafts, games, etc.
- Co-developing creative and relevant lessons, activities, kits, presentations, and other resources, and package / prep materials for classes and events.
- Training, including reviewing information on native plants and pollinators, reading through lesson plans with the program manager, assisting with lessons and events, and leading a few lessons under observation.
- Undertaking self-paced research on topics relevant to native plants and pollinators.
- In coordination with the program manager, developing relationships with teachers and community members to encourage ongoing participation.
- Supporting program evaluation with data collection and data entry.
- Engaging with PPRV's Education Committee and other PPRV volunteers in developing and delivering the program's events and lessons.
- Managing and participating in community outreach events.
- Assisting with community engagement, including writing blog posts and newsletter articles, posting on social media, creating flyers and educational materials, creating and editing videos, and taking and cataloging photos.

- Assisting with native pollinator garden maintenance, ie at schools and the Children's Learning Garden - includes weeding, moving soil, collecting and cleaning wildflower seeds, and other regular tasks.
- Maintaining a focus on Justice, Equity, Diversity, and Inclusion.

Requirements:

- Personal vehicle for service activities with full-liability insurance coverage
- Valid driver's license, clean driving record and ability to provide documentation.
- Experience with Google workspace, Zoom, Canva, and cell phone-based communication tools.
- Ability to work on weekends and/or evenings as needed.
- Willingness to have a background check.
- Ability to work effectively and creatively with others to accomplish goals, suggest improvements, and identify and resolve problems.
- Good written, verbal, and interpersonal communication skills.
- Excellent organizational skills with ability to prioritize, coordinate and simultaneously maintain multiple projects with high level of quality, accuracy, and productivity to accomplish tasks and goals.
- Ability to work with minimal supervision, take initiative, and make independent decisions.
- Help maintain an environment that fosters trust, open communication, and teamwork.
- Approachable, flexible, and adaptable to change.
- Help keep the workplace neat and tidy and be respectful of interpersonal boundaries.
- Able to bend, stoop, dig, and pick up and carry up to 30 pounds.

Qualifications

- College-level education in a related field (education, environmental science, biology, etc.).
- More than one-year teaching experience in various and diverse classroom environments, including working with youth, K-12.
- Interest, experience, and/or knowledge about native plants and/or native pollinators of Oregon.
- Interest in recruiting, supporting, and leading volunteers.

Preferred

- Degree in a related field (education, environmental science, biology, etc.).
- Ability to speak and write in Spanish is strongly preferred.
- First Aid and CPR certification or willingness to obtain certification.
- Awareness of and sensitivity to the fact that native plants were, and still are, part of the culture of the native peoples of this land.

TO APPLY Submit the following to pollinator@pollinatorprojectroguevalley.org:

1. A one-page letter that speaks to your specific interest and outlines skills and/or experience that relates to this position.
2. A resume related to this position.
3. List of 3 references with email addresses and phone numbers.

The aforementioned statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered a detailed description and/or inclusive of all responsibilities, duties, and skills required for this position. The above statements are intended to describe the general nature and level of work to be performed.

This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship. PPRV may change the specific job duties with or without prior notice based on the needs of the organization.

Pollinator Project Rogue Valley is an affirmative action / equal opportunity employer. We do not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.