



Job Title: Program Assistant
Reports to: Executive Director
Starting salary: \$18 per hour
Employment type: exempt, part-time (15-25 hrs/wk)

POSITION SUMMARY

NeighborSpace of Baltimore County seeks a part-time Program Assistant to support implementation of its community-driven, iterative approach to the conservation, restoration and stewardship of urban green space. NeighborSpace is looking for an energetic individual who has interest in taking ownership of a multifaceted role in a self-starting environment and who possesses a passion for people and the outdoors. The Program Assistant will work closely with the Executive Director and fellow staff to plan and implement the organization's educational programs, as well as its restoration projects and ongoing stewardship activities.

ABOUT US

NeighborSpace of Baltimore County, Inc. is an established and growing nonprofit land trust committed to enhancing the livability of communities inside Baltimore County's Urban-Rural Demarcation Line by protecting and improving land for small parks, gardens, trails and natural areas. NeighborSpace currently conserves almost 100 acres at 21 sites across the County. Of these, 19 are open to the public and 9 have been improved with green infrastructure. Several other sites are currently in the research, design or construction phase.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This work consists of a wide variety of duties associated with NeighborSpace's community-driven approach to conservation, restoration and stewardship, including but not limited to those listed below. In addition, the Program Assistant will perform any other duties as assigned by the Executive Director.

Educational Programs

- Plan and host events
- Plan and implement community science programs
- Develop and deliver workshops

Restoration and Stewardship

- Plan and execute community stewardship events
- Plan and execute ongoing monitoring of NeighborSpace sites
- Plan and execute restoration projects as well as hands-on maintenance efforts

Community Outreach and Engagement

- Assist with the planning and hosting of social events
- Raise awareness of NeighborSpace sites and activities

EDUCATION, SKILLS AND EXPERIENCE

- Bachelor's degree or equivalent work experience in a relevant field
- Background in environmental science is preferred.
- Proficiency in Spanish is a plus.
- Excellent project management skills
- Disciplined self-starter, capable of working independently as well as part of a team

PERSONAL ATTRIBUTES

- Excellent interpersonal skills
- Highly organized, detail-oriented and motivated to learn a variety of skills
- Enjoys hands-on outdoor activities
- Energetic, optimistic and excited about NeighborSpace's work

WORKING ENVIRONMENT

- A mixture of remote work and field work throughout NeighborSpace's service area
- Frequent evening and weekend events, and work outdoors year-round in a variety of conditions
- Frequent travel within Baltimore County; the Assistant must have access to transportation across the County (mileage will be reimbursed).
- This position requires occasional lifting up to 50lbs.

ADDITIONAL COMPENSATION

- Paid leave benefits
- Travel reimbursement
- Professional development opportunities

HOW TO APPLY

Interested candidates should submit a resume and cover letter in attachment form via email to info@neighborspacebaltimorecounty.org with "Program Assistant" in the subject line.

Applications are accepted until the position is filled.