

OZARK NATURAL SCIENCE CENTER

Job Description: Technical Assistant

Reports to: Program Manager

Position Type: Temporary/Part-time

About ONSC:

The Ozark Natural Science Center (ONSC) is a private, non-profit residential environmental education and conference facility located adjacent to Bear Hollow Natural Area. The center's primary focus is residential field science programs for public and private schools. However, during the pandemic ONSC has had to reinvent itself, and we are now offering a virtual curriculum. Though we have all the expertise to deliver exceptional content, we need assistance with delivering this content in a professionally developed format to our audience online.

Summary: The Technical and Marketing Assistant would help our Teacher-Naturalists and administrators with recording videos, using video-editing technology, uploading data, marketing content, and other web related issues. This position would assist the Lead Naturalist and Teacher-Naturalists to deliver the content they have created visually and digitally to a wide audience through online communications.

Miminum Qualifications:

- Values and appreciates education, children, nature, and natural sciences.
- Ability to work well as part of a team.
- Minimum of 2-3 years experience with video casting and editing.
- Minimum of 2-3 years of experience in marketing and website development.
- Proficient with Adobe Premier Pro Video Editing software
- Strong communication skills for a wide variety of audiences.
- Is thrilled about the opportunity to commute to or live on campus, which is surrounded by 15,000 acres of pristine Ozark wilderness!
- Is happy to join our team for just 8 weeks before moving on to other endeavours.

Preferred Qualifications

- A degree in communications or cinematography
- Marketing and advertising experience
- Experience working with nonprofit organizations

Primary Duties and Responsibilities:

Videos

- Using a camera to record videos and photographs of lessons and related materials in coordination with the teaching staff.
- Editing videos and uploading them onto our YouTube channel.

Marketing

- Use online and social media platforms to engage the public around the ON(line)SC curriculum.
- Create marketing material for fundraisers, donor engagement, and educational purposes.
- Contribute to social media posts and our newsletter.
- Expand our audience and increase ONSC's visibility.

Other

- Ability to work from home, and to commute to a safe location for on-site filming engagements.
- Collaborate with the team to create a cohesive and safe work culture in which all are able to contribute effectively to the center's mission.
- Other duties as assigned.

Wages and Benefits:

- \$12/Hour
- On-site housing with utilities paid is also available
- Supervision, evaluation, treatment and professional development opportunity in accordance with ONSC personnel policies.

Application Procedure:

Submit a resume with 3 references to Roslyn Imrie at roslyn@onsc.us

Application deadline: Monday April 20th

The Ozark Natural Science Center is an equal opportunity employer.

Please note: ONSC staff practice social distancing and cleaning is performed daily on all high touch surfaces. However, the person in this role may be closer than 6 ft to other staff when filming. Masks will be provided in these situations. Gloves and hand sanitizer will also be available. And we will continue to monitor the situation closely and follow CDC guidelines.