



## Notice of Open Position

**Title:** Visitor Education Assistant (Seasonal)  
**Location:** Duke Farms, Hillsborough, NJ  
**Reports to:** Manager, Education  
**Status:** Seasonal (March – December 800 hrs.) Part Time – Non-Exempt

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As one of the largest privately-owned open spaces in the State of New Jersey, rich in agriculture, horticulture and ecological resources, Duke Farms' mission is to be a model of environmental stewardship and to inspire its visitors to become informed stewards of the land.

### JOB SUMMARY

The Visitor Education Assistant is a seasonal member of the Duke Farms Programs team who works to engage the public with hands-on stewardship and educational activities, primarily through guiding experiences, educating visitors on stewardship principles and natural resources, and taking the initiative to meet and exceed visitor needs within the guidelines established by Duke Farms. The Visitor Education Assistant will also have the opportunity to assist in the development and delivery of virtual and in – person education opportunities designed for diverse audiences.

### ESSENTIAL JOB FUNCTIONS

- Assist in the accomplishment of educational goals and objectives;
- Educate visitors on property regulations, stewardship principles and conservation initiatives at Duke Farms;
- Provide accurate information, support materials and useful recommendations regarding the programs, property, facilities and mission of Duke Farms;
- Facilitate orientations for groups that visit Duke Farms;
- Collaborate with Duke Farms' staff, interns and volunteers to enhance visitor experiences;
- Assist with the development and coordination of education opportunities including, but not limited to: discovery carts, education gallery exhibits, outdoor displays, pop up stations throughout the property, virtual classes and on-line lessons and resources;
- Provide visitor services such as answering and directing incoming phone calls, assisting guests with directions and tasks such as class registration, technology assistance, navigation throughout Duke Farms, and maintaining organization and cleanliness of public areas;

- Work with Zoom and virtual tools and in various indoor and outdoor settings;
- Maintain flexibility and have a positive attitude;
- Perform other related work as required;
- Comfortably speak to diverse audiences and enjoy doing so;
- Represent Duke Farms proudly and professionally at all times;
- Perform other related work as required.

## **QUALIFICATIONS AND REQUIREMENTS**

- 1-2 years of experience in the education field;
- Knowledge and interest in environmental stewardship, natural resource conservation, horticulture, or ecology;
- Familiarity with Duke Farms and Duke Farms’ audience;
- Strong attention to detail, high organizational abilities and advanced level communication skills;
- Strong computer and Internet skills with a high level of experience in Microsoft Word, Excel, Outlook- highly proficient in e-mail, and ability to learn to utilize new programs;
- Organization skills and ability to manage multiple projects simultaneously;
- Ability to work a flexible schedule that includes weekends and occasional evening, weekday and holiday hours;
- Self-motivation with team player mentality; ability to work cooperatively and positively with others;
- Good judgement to solve problems and make decisions independently;
- Ability to produce unique educational materials under strict production guidelines and timelines;
- Comfortable speaking with varied audiences in assorted venues. (In person and virtually) while recognizing individual learning needs;
- Ability to work comfortably outdoors and to carry materials and equipment necessary for educational opportunities for set up and execution;
- Love of learning with demonstrated efforts both formally and informally;
- Ability to take direction and ask questions as necessary;
- Ability to embrace Duke Farms standards of diversity and equity;
- Flourishes while working with diverse populations;
- Optimistic attitude, willingness to learn and contribute to the team and enjoyment of nature.

As a condition of employment, new hires are required to be up to date with an FDA authorized vaccination against COVID-19, including booster; proof of vaccination series and booster will be required upon beginning employment. Reasonable accommodation for legally required exemptions will be considered on a case-by-case-basis in accordance with applicable law.

## **COMPENSATION and BENEFITS**

- Paid holidays;
- 401(k) plan with employer contribution equal to 15 percent of base pay.

## **HOW TO APPLY**

Send resume with cover letter to [hr@dukefarms.org](mailto:hr@dukefarms.org). **Include your LAST NAME followed by “Visitor Education Assistant” in the subject line.** Applications will be accepted until positions are filled.

*No phone calls or in-person applications, please.*

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.