



REACH Fellowship Program Assistant

About Us: Wilderness Youth Project (WYP), founded in 1999, nurtures smarter, healthier and happier children who feel a sustained connection to nature and are peaceful, self-aware community members. **The REACH Fellowship** is a youth development program of WYP, focused on post secondary education, career exploration, outdoor adventure education, personal development, food and financial literacy, and community involvement for first generation students. Fellows are accepted into REACH during their Junior year of high school and remain in the program for 2.5 years, graduating from the program the summer after their first year of post-secondary education.

For more information, please visit www.REACHFellowship.org

General Job Responsibilities:

The REACH Program Assistant is responsible for helping implement REACH program plans, co-instructing service learning and life skills programs, supporting coordinating student outreach and engagement, and supporting the general operation of REACH's programs. Working with a small team, the Program Assistant helps to implement programming goals, and supports and tracks REACH students. The position is based in downtown Santa Barbara.

Specific Duties:

- Logistical support implementing regular events and trips. Trips range from half day to a week long
- Conduct administrative tasks associated with programming and documentation
- Manage student advisee relationships, including information exchange, online tools, phone and in-person contact, to guide and inspire students toward program goals
- Act as transportation driver for some REACH activities (REACH vehicle provided)
- Prepare and participate in quarterly Advisory Board Meetings
- Other duties as assigned.

Minimum Qualifications:

- Must be 21+ years old (insurance requirement)
- 3+ years relevant work experience
- Ability to drive to and work in both Santa Maria and Santa Barbara
- Experience with detailed event planning and program development

- Proven success connecting and working with high school and college age students
- High energy, positive attitude, ability and willingness to work long hours and multiple days in succession, including evenings, willing to take initiative.
- Good judgment, detail-oriented, strong organizational skills, and the ability to manage several projects at once
- Clear driving record
- Clear criminal record
- Ability to use MS Word and Excel, Facebook, and general internet search techniques
- Excellent written and verbal communication skills, including public speaking capabilities
- Flexible and adaptable to the changing demands of conducting community-based youth programming, as well as a fast-paced office environment
- Ability to work as a part of a team to accomplish common goals
- Ability to carry 40lbs up a flight of stairs

Highly Desirable Qualifications:

- Bachelor's degree
- Bilingual Spanish/English
- Current Wilderness First Responder or Wilderness First Aid certifications.
- Outdoor and wilderness experience
- Experience driving large passenger vehicles, holds a Commercial Drivers Licence (CDL) Passenger Endorsement, or ability to get one in the first six months of employment (training provided by WYP).
- Content knowledge specific to one or more of these areas: Post-Secondary Education, Outdoor Experiential Education, Financial Literacy, Food Literacy, Emotional Intelligence, Environmental Stewardship.

Approximate Start Date: November 2021



Compensation & Benefits

\$19 to \$22 an hour, depending on experience. This is a full time, non-exempt (hourly) position.

WYP offers a benefits package for our full time employees including:

- Paid vacation and sick time
- \$400 a month wellness stipend
- Free WYP programs for staff children
- Generous staff training opportunities
- 403b retirement plan (no employer match)

How to Apply

Submit resume with cover letter to Samantha Alvarez at samantha@myreachnetwork.org. Applications accepted until job is filled. In your cover letter, please highlight areas of your work history that are applicable to this position.

WYP is committed to granting [equal employment opportunities](#) to all qualified persons. Affirmative action considerations will be used in the selection process.

