



# Seasonal Outreach Aide

Applications Due: August 11, 2025, at 5:00 PM

Posted on 7/22/2025

Apply Here: <http://bit.ly/4o6Ql4l>

The Santa Clara Valley Open Space Authority seeks a Seasonal Outreach Aide to interact with volunteers and the public at the Authority's outreach events, educating them about the Authority's mission and engaging them in productive conversation about how they can connect with nature.

Our mission is to conserve the natural environment, support agriculture, and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. Our volunteer programs play a central role in helping us connect the public to nature. Since 1993 the Open Space Authority has protected almost 30,000 acres of natural and working lands across the Santa Clara Valley. Our agency manages and conserves a network of open space lands and natural resources, while providing compatible opportunities for hiking, biking, and equestrian uses, with a focus on increasing equity of access to the outdoors for all our constituents.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

## The Ideal Candidate

The Authority is seeking an enthusiastic and motivated individual to provide support for our community outreach program. The Authority plans and delivers engaging and informational outdoor activities, participates in community events, and hosts special events for members of our diverse community. Candidates who are organized and attentive to details, possess strong written and verbal communication skills and can build and maintain a schedule of events for delivery should apply.

The Seasonal Outreach Aide is a key contributor to the success of our outreach program. Duties include interacting with our volunteers, community and neighbors, bringing our outreach booth to events and providing some in-office and other volunteer program support.

## Shift Details

This position will perform the majority of their duties on weekends and some holidays may be required. Weekly hours are estimated at 25 hours per week. As a seasonal position there is a maximum of 1,000 hours available, this position is expected to conclude in November 2025.

## Qualifications

The ideal candidate will possess any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade
- Interest in building a career path in community outreach, parks, and conservation
- Possession of a valid California Driver's License and a clean driving record
- Experience working in education, either in the classroom or outdoors
- Ability to work in situations that may include variable weather conditions
- Ability to lift and carry materials and objects weighing up to 40 pounds
- Multi-lingual skills in a language represented in the Authority's jurisdiction

Note: This position is required to take and pass a pre-employment background check.

If you are excited by the opportunities and challenges offered in this position, we encourage you to apply, even if

your experience is non-typical or if you are not sure you meet every one of the qualifications described.

### Compensation & Benefits

The salary for this part-time, non-exempt position is \$32.40 hourly. Paid sick leave is also provided in accordance with California requirements. As a seasonal position, this position is not eligible for other benefits.

### Application and Selection

All application materials must be received prior to August 11, 2025, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and a self-prepared resume at the application link provided below. The Open Space Authority utilizes a robust process that will ask qualified candidates to engage in multiple steps leading up to a final panel interview. We encourage applicants to closely monitor email communication from the Authority's hiring team. Final panel interviews are tentatively set for August 20, 2025.

Go here to apply for the job: <http://bit.ly/4o6Ql4l>

### Workplace Culture Santa Clara Valley Open Space Authority

The staff of the Open Space Authority are passionate about conservation and driven to make an impact in the community through their work. Everyone brings a unique skillset to their role and the creative collaboration of all staff maximizes talent to realize the Authority's mission. We have established values and defined supporting behaviors that are shared and demonstrated by every employee at the Authority. Together all of these reflect the culture that makes the Authority the high performing agency that it is. We are Intentional, Respectful, Accountable, Empowering, Innovative, Collaborative, and Inclusive. You can learn more about the staff of the Authority and how everyone works together [on our website here](#).

The Open Space Authority envisions the Santa Clara Valley as a region dense with beautiful natural areas, where a vibrant network of interconnected open spaces, trails, wildlife habitats, and thriving agricultural lands enrich our communities. [Learn more about how the Authority tackles these goals](#).

The Authority values Justice, Equity, Diversity, Inclusion, and Access in our work to preserve the natural environment, support agriculture, and connect people to nature:

- We have **Accessible, Collaborative, and Accountable** processes to engage the diverse communities we serve in our programs, projects, careers, and governance opportunities.
- We have **Respect** for the land and all people in our community.
- We are **Inclusive** and acknowledge current and historic land stewards.
- We **Empower** future generations of conservation leaders.
- We invite everyone to join and connect to nature with us.

*The Authority is committed to the principles of equal employment. We are earnest in our efforts to comply with all state and federal laws providing Equal Employment Opportunities, and all other employment laws and regulations. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. We are committed to creating a safe environment where people are treated with respect and appreciated for their unique differences, where issues are promptly raised and resolved and where communication flows across all levels of the agency.*