



P.O. Box 576
Ipswich, MA 01938

Part-time Curriculum Development Assistant

Position Description

The Ipswich River Watershed Association (IRWA) seeks a motivated Part-Time Curriculum Development Assistant who will assist with the development and implementation of a new science enrichment program targeting seventh grade classrooms. The part-time Curriculum Development Assistant will report directly to the Environmental Educator.

Key responsibilities:

- Recruit 5-8 7th grade teachers in the target region to participate in the pilot program
- Coordinate 6-8 meetings over the course of the school year with teacher recruits – consisting of two in-person meetings and 4-6 virtual meetings
- Work with the Environmental Educator to design 3-6 activities that meet the learning objectives and constraints of 7th grade science classrooms
- Present activities to teacher recruits and record feedback
- Contribute to evaluation and redesign of activities throughout the pilot year
- Track hours, maintain meeting notes, and ensure project deadlines are met
- Optionally: other related responsibilities as your time and interest permits, including delivering programs in 7th grade classrooms, field work, and other curriculum development activities

Skills and experience:

- A strong commitment to the mission of Ipswich River Watershed Association
- 3 years experience **or** demonstrated success in advanced coursework for a combination of the following: curriculum design; middle school teaching; science education; informal and/or environmental education
- Commitment to providing equity and inclusion in environmental education
- Superior written and oral communication skills
- Excellent organizational skills and competence in Microsoft Office Suite and Google Drive apps
- A valid driver's license, ability to pass a CORI check, and ability to lift 40 pounds

IRWA is an inclusive, member-driven, and highly collaborative organization working on behalf of our natural environment and the more than 350,000 residents and businesses on the North Shore who rely on the Ipswich River for their source of drinking water. We use science, education, storytelling, and advocacy tools to build out effective programs that protect the Ipswich watershed and inspire people to take action and provide support.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet all the qualifications as described in a job description. We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience. We thoroughly look through application questions and resumes to qualify candidates for our open positions. We encourage Black,

Indigenous, people of color, people with disabilities, and people with non-dominant gender identities who may not believe they meet all of the described qualifications to consider what they can contribute to IRWA and apply.

Hours, Schedule, and Compensation

This is a part-time position. This role is scheduled for up to 240 hours over the course of the 2024-2025 school year, with a compensation rate of \$24/hour. The number of hours worked in a given week will vary depending on the project timeline, but will typically fall between 5 and 15 hours, with more hours expected in the fall semester and fewer expected in the spring semester. Timing is flexible, but will require some late afternoon and evening hours in order to accommodate teacher schedules. This position is mostly remote, but will require some in-person hours at locations across the North Shore of Massachusetts.

Application Procedure

To apply, send a resume and a cover letter explaining how the position would complement your career goals and how your talents and experience would help advance the Association. Resumes will be accepted until the position is filled. The most recent posting will be maintained at www.ipswichriver.org/careers and will be removed promptly once the position is filled.

Please send cover letter and resume by email to:

Emma Hughen, Environmental Educator
ehughen@ipswichriver.org

Ipswich River is an equal opportunity employer.

About the Ipswich River Watershed Association

Founded in 1977, we serve as the Voice of the River and work to ensure there is enough clean water for people and nature and to provide opportunities for people to have fun outdoors. We are a small but nationally known organization with a big record of accomplishments. Increasingly, we seek to position our work under the lens of building resiliency for the watershed and the communities we serve. Our team consists of seven year-round and several seasonal staff who are supported by an engaged board, several committees, and hundreds of volunteers. We work in 28 communities throughout the Ipswich, Parker, and Essex River Watersheds and are based at Riverbend, our beautiful 23-acre headquarters on the bank of the river in Ipswich. For more information, go to www.ipswichriver.org.