Job Title: Nature Education & Wellness Together (NEWT) Associate
About SERC: The Student Environmental Resource Center (SERC) cultivates a collaborative space to strengthen the collective effectiveness of the sustainability community, and provides resources for students to actualize their visions of a more equitable, socially just, and resilient future. You can view SERC values here.
Website: https://serc.berkeley.edu/

Job Summary/Job Responsibilities:

The mission of SERC's Nature Education & Wellness Together (NEWT) department is to hold space for UC Berkeley's marginalized communities to safely, mindfully, and joyfully access the abundant benefits that nature and outdoor activities provide by breaking the barriers that have historically made outdoor enjoyment inaccessible for many. SERC NEWT fosters collaboration with the many wonderful outdoor, health, and cultural groups affiliated with UC Berkeley and beyond to make this happen.

The NEWT Associate will work within SERC's Wellness Team to advance the mission of NEWT by planning outdoor education and recreational events, arranging trainings, and working on supporting SERC NEWT partnerships with local organizations.

- Support the Wellness & Environmental Justice Community Engagement Manager with implementation and facilitation of community outdoor education trips/activities at all-levels (novice to experienced), focused on environmental justice and climate wellness, including:
    - Peaks of the Bay Program
    - Accessible Swim Series
    - Rooted and Ready: Climate Resilience Skill Building
- Oversee participants' emergency contact information and safety forms before each event
- Organize multi-day/large events:
    - Coordinate pre-trip planning and logistics including agenda setting, equipment preparation, food ordering, safety/forms, and outreach
    - Assist with day-of logistics, such as transportation, food pickup, registration
    - Support with any program facilitation during the trip
    - Create post-trip evaluation materials (i.e impact surveys, eval forms)
- Cultivate relationships with on-campus outdoor education partners such as Cal Adventures, Cal Recreational Sports, CHAOS, Outsiders, and other Bay Area outdoor education organizations (i.e Justice Outside, Outward Bound, ETC, Brown Girls Surf, Brown Girls Climb, etc.)
- Manage grant reporting, program budget, and financial receipts
- Organize and facilitate outdoor/survival skills workshops and trainings, such as wilderness survival, first aid, water safety
- Get CPR, First Aid, and Wilderness Survival Certifications

Job Requirements:

- Excellent skills in detail-oriented organization, punctual time management, facilitation and verbal, written, and interpersonal communication
- Ability to work both independently and as part of a team, taking initiative, proposing innovative ideas, meet deadlines and collaborating well with other people and organizations
- Passion for sustainability, the environment, social justice and community. Comprehensive understanding of intersectional environmental justice and ability to apply understanding to work.
- Have experience in program management, fundraising, grant writing, and event planning
- Capacity to work 5-12 hours/week during the semester, and to attend weekly SERC staff meetings and semesterly SERC Retreats
- Status as a currently enrolled student at UC Berkeley
- Passion for sustainability, the environment, social justice and community

Number of Openings: 1
Hours/Week: 5-12 hours/week, some longer extended hours on weekends/some overnight trips, Spring 2027-Spring 2028
Pay rate: $19.75/hour
Reports to: Wellness and Environmental Justice Community Engagement Manager, Bine Buencamino Phung
Desired Start Date: Beginning of Spring 2027, Mandatory staff retreat on January 23, 2027 & January 24, 2027
Deadline To Apply: Please apply directly using this link and upload a cover letter answering 1) Why do you want to work for SERC? and 2) Why are you applying for this specific position?, and your resume by Sunday, November 29th 11:59pm. Late or incomplete applications will not be considered. **We strongly discourage the use of generative AI in application materials, which pertains, but is not limited to, ChatGPT/OpenAI, Google Gemini, Claude, Grok, CharacterAI, and Perplexity.**

All current undergraduate UC Berkeley students are eligible to apply. Students from historically marginalized and under-resource communities, including Black, Indigenous, and students of color, LGBTQIA+, transfer students, and students with disabilities are also highly encouraged to apply. Work study students are eligible to apply.

Effective January 1, 2025:
Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

1. *UC Sexual Violence and Sexual Harassment Policy*
2. *UC Anti-Discrimination Policy*
3. *Abusive Conduct in the Workplace*