



Whatcom Conservation District

6975 Hannegan Road, Lynden, WA 98264 Phone: (360) 526-2381 Fax: (360) 354-4678
e-mail: wcd@whatcomcd.org

JOB ANNOUNCEMENT

Outreach and Communication Technician

SALARY RANGE and BENEFITS: \$33,660 - \$45,096 per year Eleven paid holidays, personal & family medical benefits, annual & sick leave.	HOURS: Average 40 hours per week "at will", Occasional evening and weekend activities
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Who We Are:

Whatcom Conservation District (District) was established in 1946 to assist private land users in Whatcom County with conservation of natural resources. The District is a legal subdivision of the Washington State government organized under "Conservation District Law", RCW Chapter 89.08. We are non-regulatory, which means that landowner engagement with the District is voluntary and incentive-based. Our employees are recognized for their professionalism, expertise, and accomplishments. The District is an Equal Opportunity Employer.

General Description:

The focus of this position is to provide creative and logistical support to the Education and Outreach program and administrative support to the Farm Planning and Habitat programs at Whatcom Conservation District. The Education and Outreach program uses a variety of marketing, education, and communication strategies to promote conservation practices and assist landowners with their conservation choices. This team works closely with all departments through the District in developing tools and printed material. The District's Farm Planning, and Habitat programs, provide one-on-one assist technical assistance to landowners and farmers in Whatcom County to assist them with their stewardship goals. These teams work closely to produce opportunities throughout the year, connecting with the community and serving as trusted sources of information on land management and natural resource protection. We are looking for an enthusiastic professional with design creativity and passion for conservation to support the District's programs.

Outreach Tasks: Developing and producing District literature and electronic media including; newsletters, external ad production, direct mail design, posters, signage, flyers, website, and e-news. Event logistics, planning, and one-on-one outreach.

Program Tasks: Assist field staff with monitoring, landowner follow-up, and record keeping.

We are looking for someone who shares our beliefs in earning the public trust every day and that government can, and must, provide high quality customer service. The ideal candidate has exceptional communication and organizational skills, good attention to detail, a creative and helpful personality, and an interest in natural resource conservation.

These are a general description of the principal functions of the position. The technician will also be assigned tasks in other areas in order to meet the needs of the District in serving the public.

Desired Qualifications:

- 4 year degree in relevant field; graphic design, marketing, communication, education, natural resources, and/or agriculture
- 1-3 years of experience in marketing, communication, education, and/or outreach
- Strong creative, organizational, and time-management skills
- Excellent communication skills, both orally and in writing, with internal colleagues, and members of the public
- Familiarity with conservation psychology or social marketing techniques
- Familiarity with conservation farm best management practices
- Familiarity with ecological restoration practices
- Computer proficiency required, experience with Microsoft Office especially Word, Excel and Publisher

Special Qualifications:

- Experience with Adobe Suite of programs
- Availability for evening and weekend work is required
- The applicant must possess a valid driver's license at time of hire and throughout employment;
- Pass a job-related driving record check that meets the District's standard; and
- Pass a background investigation.

Working Conditions:

The Outreach and Communication Technician will have an assigned desk, telephone, and computer at the District office. The District office is the primary workstation for this position, and is a smoke-free and drug-free environment. The position involves extensive computer and telephone work. It also involves travel to offices of partner organizations and agencies. The job may involve lifting, bending, working in cold or hot conditions on rough and uneven terrain. Availability for evening and weekend work is required of this position, as is occasional overnight travel to attend trainings.

Application Procedure: Interested persons should submit the following:

1. A concise letter of application describing their work experience in relation to the Desired qualifications, knowledge, and skills;
2. A current resume;
3. The names, addresses and phone numbers of three references; and
4. Completed "[Employment Application](#)" form to:

Aneka Sweeney, asweeney@whatcomcd.org
Outreach and Education Coordinator
Whatcom Conservation District
6975 Hannegan Road
Lynden, WA 98264

Application period closes July 20, 2018.