



JOB ANNOUNCEMENT

Education and Outreach Technician, Full-time

<p>COMPENSATION AND BENEFITS</p> <ul style="list-style-type: none"> • Annual Salary Range: \$42,766 – \$57,324 • 13.5 Paid Holidays, Annual Leave, and Sick Leave • Medical and Dental Insurance • Simple IRA Retirement Plan 	<p>SCHEDULE</p> <ul style="list-style-type: none"> • 40 hours per week • Primary office hours Monday to Friday, 8:00 am to 4:30 pm, with flexibility • Occasional evening and weekend commitments
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The Education and Outreach Technician supports the Whatcom Conservation District Education and Outreach Program. The Program uses a variety of marketing, education, and communication strategies to promote ecological stewardship, protect working lands, and connect people to their food. Members of the Program team work closely with all departments to develop multi-media tools, printed materials, in-person and virtual workshops, and classroom-based and field-based education. The team plans, produces, and facilitates education and outreach opportunities throughout the year, connecting with the community and serving as trusted sources of information on land management and natural resource stewardship.

The person occupying the Education and Outreach Technician position shares our beliefs in earning the public trust every day and that governmental entities can and must provide high-quality customer service. The Education and Outreach Technician has exceptional communication and organizational skills, good attention to detail, a creative and helpful personality, and a strong career interest in rural and working lands and natural resources conservation and helping community members learn about and steward natural resources.

The anticipated start range for the position is April 15th to May 1st. The position is funded through grants and contracts and is subject to the “employee at will doctrine”

This announcement will remain open until the position is filled. Initial pull of applications for consideration will be March 27th.

JOB DUTIES

District Education (70% FTE)

- Facilitate youth education programming, including communicating with teachers and facilitating classroom and field programming
- Organize all field trip components with educational partner organizations
- Curate and develop all curriculum elements associated with youth education programming
- Evaluate learning objectives and adapt learning opportunities to best reach all learners
- Lead in development of District organized in-person events including but not limited to Native Plant Sale, Whatcom Farm Expo, Day at the Beach, Run with the Chums, and Farm Speaker Series
- Lead in development of virtual learning opportunities and digital workshops
- Support District outreach at public outreach events, such as farm tours, workshops, fairs, and festivals

District Outreach, Communications and Marketing (30% FTE)

- Support the design of community oriented educational materials including website content and printed material
- Write, produce, and present audio/visual programs including PowerPoint presentations and videos for use by schools, community groups, and others stakeholders
- Support development of Annual Report and Calendar
- Support community forums, project open houses, media engagements, social media, and other relation-building opportunities for District staff involved in natural resources messaging
- Represent the District at public meetings, community forums, conferences, external local and regional stakeholder groups, and community public outreach events

The job duties listed above are examples and illustrations of the various types of work performed by the position. The omission of specific job duty statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- *Bachelor's degree in the Education, Communication, Environmental Studies, or a closely related field of study with a directly related internship or work-study experience.*

Will accept a 2-year technical degree with 1 year of professional experience.

Will accept individuals without a degree and with 2 years of professional experience directly related to the duties of the position.

- *Currently hold or can obtain a valid Washington State Driver's License*

ADDITIONAL QUALIFICATIONS

- Experience facilitating youth education experience in the classroom and outdoors
- Working knowledge of applied learning techniques in one or more of the following topics: watersheds, water quality testing, natural resources conservation, agriculture, stormwater pollution, and stormwater management
- Knowledge and experience writing lesson plans and curriculum
- Experience organizing and implementing in-person workshops and events
- Strong creative, organizational, and time-management skills
- Excellent communication skills, both orally and in writing, with internal colleagues, and members of the public
- Proficient using computers, experience using Microsoft Office applications, such as Word, Excel and Publisher
- Experience with various media platforms including web, social media, video, etc.

DESIRABLE SKILLS AND EXPERIENCE

- Demonstrate enthusiasm, creativity, and a passion for conservation
- Experience using Adobe Suite of programs
- Working knowledge of natural resource management priorities in the Puget Sound region
- Familiar with conservation psychology or social marketing techniques
- Familiar with conservation farm best management practices
- Familiar with ecological restoration practices
- Experience creating community collaboration between diverse partners and stakeholders

ESSENTIAL JOB FUNCTIONS

- Work under tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment with minimal direction from supervisor
- Share a vision and passion for natural resource management and conservation practices with diverse populations, using educational concepts and values along with persuasive skills
- Communicate in a clear and confident style
- Collaborate with staff, interns, private landowners, and other customers and stakeholders to produce high quality, cost-effective work products
- Present program information in public settings and meetings, and prepare professional and informative written documents and reports
- Track work progress, prepare and record program/project data, maintain thorough and organized records
- Travel to various locations throughout Whatcom County and occasionally throughout the Puget Sound region and the state

- Work occasional weekend and weekday evenings as needed
- Apply appropriate safety practices in the field and the office
- Perform physical work in all weather conditions, routinely work on rough or uneven terrain, and periodically work around large livestock
- Lift up to 40 pounds

WORKING CONDITIONS

This position involves office work and field work throughout all seasons. The position will have an assigned desk, telephone, and computer at the Whatcom CD office. The Whatcom CD office is the primary work-station for this position and is a smoke-free and drug-free environment. The position involves computer work which may include long periods sitting, typing and reading from a computer screen. Travel to offices of partner organizations and agencies may be required. Availability for evening and weekend work and overtime hours may be required of this position as is occasional overnight travel to attend meetings.

APPLICATION PROCESS

Submit a cover letter describing availability, interest and qualifications for the position, a current resume, and three professional references, including name, affiliation, address, and phone number. Submit all materials as PDF via this [application portal](#).

(Full application portal address is

<https://app.smartsheet.com/b/form/b5a1208ce4144d72a538a85395fa2c25>)

Application Deadline: March 27th, 2024 (*first pull date*)

Interviews: Week of April 8-12th

Anticipated Start date range: April 15th to May 1st

POSITION CONTACT

Aneka Sweeney, Education & Outreach Manager

Email: asweeney@whatcomcd.org Phone: (360) 526-2381 x103

Whatcom Conservation District, 6975 Hannegan Road, Lynden, WA 98264

To learn more about Whatcom Conservation District visit www.whatcomcd.org

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