



## **Education Program Coordinator**

### **WCC AmeriCorps Intern**

#### **General Description**

Join a fast paced and highly engaged team of natural resource professionals as a Washington Conservation Corps AmeriCorps service member. With service in the office and the field, this position involves multifaceted duties that require a high level of motivation, versatility and independence. This position is responsible for coordinating several District natural resource conservation education programs for adult and youth audiences, including *Envirothon*, *Land and Water Stewardship Workshops for Livestock Owners*, peer-to-peer educational farm tours, *Where the Water Begins* marine shoreline education workshops, classes on emerging resource conservation topics, and youth stormwater classroom education. Additionally and time permitting, the position will assist in adult education curriculum development and/or work to restore a number of District youth and adult education programs, including youth conservation education in “field-day” settings, and backyard wildlife habitat conservation in a festival setting. The individual holding this position works independently as part of a team of District staff and contractors.

#### **Essential Duties**

General Education Programming (85% Service Hours)

- *Land and Water Stewardship Workshops for Livestock Owners*: Plan and coordinate a spring and fall 4-part class series on living with livestock in an environmentally sensitive way. Activities include venue selection, event registration, staffing assignments, event advertising, and materials & equipment preparation.
- *Farm Tours*: Coordinate with landowners and contract educators to facilitate 8 peer to peer educational tours of farms throughout King County. Activities include event registration, staffing assignments, contract educator coordination, event advertising, materials & equipment preparation, and day-of event coordination.
- *Special Topic Conservation Classes*: Develop and coordinate adult education workshops on emerging natural resource topics. Activities include topic selection and curriculum development, event registration, staffing assignments, contract educator coordination, event advertising, materials & equipment preparation, and day-of event coordination.
- *Envirothon Competition*: Recruit local high school teams to compete in regional and statewide natural resource competitions. Activities include developing and facilitating trainings, and regional competition support.
- *Where the Water Begins Workshops*: Facilitate marine shoreline education workshops for property owners along the shorelines of King County on the topics of marine ecology & geology, and sustainable shoreline living. Activities include event registration, contract educator coordination, event advertising, materials & equipment preparation, and event coordination.
- *Water on Wheels Classroom Lessons*: Plan, coordinate and deliver classroom lessons for elementary school students on the topics of stormwater and soil & water conservation. Activities include coordination with schools and teachers, teaching hands-on activities, and materials and equipment preparation.

### Additional Education Programming & Responsibilities (15% Service Hours)

- Perform and gain experience in program coordination tasks such as managing contractors, writing progress reports, documenting accomplishments, preparing program and project budget documents.
- Plan and coordinate an additional independent education project depending on interest and organizational need. Projects may include delivering adult shoreline education programming, developing special topic conservation classes, presenting Carpentry for Critters wildlife habitat presentations, facilitating K-12 conservation education Festivals and Field Days, or leading other selected projects in the environmental or sustainable agriculture field.
- Depending on organization need and Service Member availability, assist with various outreach events such as the Northwest Flower & Garden Show, KCD Native Plant Sale, King County Fair, Farmers Markets, and other events and festivals.

### **Qualifications**

- Bachelor of Science or Bachelor of Arts from an accredited institution in environmental education or science education, natural resource sciences or environmental sciences, environmental studies, or closely related field.
- Knowledge of or experience in principles, practices and skills that support planning and/or facilitating educational programming and/or public engagement events.
  - Examples of these skills include: Communicating to audiences of any age; Public speaking skills; Ability to serve independently and as part of a team; and the Ability to perform in a fast-paced service environment with multiple project deadlines.
- Strong organizational skills and attention to detail.
- Proficiency with computers to write reports, track progress, prepare documents and record data using Microsoft Office Suite (MS Word, Excel, PowerPoint).
- Licensed to operate a motor vehicle in the State of Washington or can obtain a valid Washington State Driver's License.
- Priority given to Washington State Residents.
- Successful candidate must be \*18 to 25 years old on first day of service (\*Age restrictions are federally mandated and do not apply to Gulf War era II reservists, dependents, and veterans).

### **Desirable Skills & Experience**

- Experience working with youth and/or adult audiences.
- Experience with event planning and venue selection.
- Knowledge of or experience administering contracts and/or overseeing the work of educators.
- Knowledge of or experience in budget management and record keeping.
- Knowledge of or experience maintaining program records and writing reports.
- Knowledge of or experience designing and developing print and/or online outreach materials.
- Experience with Adobe Creative Suite (InDesign and Photoshop).
- Knowledge of Puget Sound watersheds, the range of land use practices represented in the region, and the natural resource management issues and challenges facing the region.

### **Essential Position Functions**

- Communicate effectively orally and in writing with the public, youth and adult audiences, and diverse landowner populations.
- Use computer programs to write reports, track project progress, prepare and record program/project data and records.

- Serve under competing deadlines and manage overlapping program/project deliverables while successfully operating in a small office environment that often requires staff to adapt to and accommodate changing priorities.
- Serve a minimum of one weekend and one weekday evening per month.
- Travel to various locations throughout King County.
- Lift up to 40 pounds and load/unload event equipment and supplies.
- Apply appropriate safety practices in the office and the field.
- On occasion, use small hand tools and operate small power tools.

### **Schedule**

- Full time, Monday-Friday.
- Flexible schedule.
- Monthly weekend day and weekday evening events.

### **Benefits**

- Members earn \$11 hourly in this full-time position.
- Members receive an AmeriCorps Education Award of \$5,815 upon successful completion of the 11-month position (1700 hours).
- Basic health insurance is available, in addition to educational loan forbearance and interest payment.
- WCC provides elective trainings ([http://www.ecy.wa.gov/wcc/pdf/Training\\_Catalog.pdf](http://www.ecy.wa.gov/wcc/pdf/Training_Catalog.pdf))
- KCD provides additional training opportunities such as the Washington Association of District Employees (WADE) Conference; Coastal Training Programs ‘Presentation Skills’ or ‘Trees & Shrubs of the Puget Lowlands Identification’; PNW Social Marketing Conference; and other trainings as available.

**Office Location:** 1107 SW Grady Way, Suite 130, Renton, WA 98057



### **To Apply**

**Submit the WCC online application** (available at <http://www.ecy.wa.gov/wcc/index.html>)

**AND**

**Submit a résumé and cover letter to KCD: [AmeriCorpsJobs@kingcd.org](mailto:AmeriCorpsJobs@kingcd.org)** no later than close of business on **Friday, August 12<sup>th</sup>, 2017**. Interviews will take place in late August.