



The King Conservation District is seeking a qualified candidate to perform as a

Program Manager- Conservation Education

Education is a key component of the “arc of engagement” approach that is the hallmark of Conservation District work. The general public, partners and potential direct beneficiaries become aware of opportunities for conservation and stewardship through the District’s education programs. Our education programs help targeted audiences understand specific interventions and practices that the District can support on their properties and in their communities.

Scope of Responsibility

The *Conservation Education Programs Manager* serves as a senior-level (Program Manager II/SPM) member of a team of conservation professionals in a growing, county wide, natural resource management special purpose district. This position involves multi-faceted duties that require leadership, collaboration, problem solving and versatility.

The *Conservation Education Programs Manager* reports to the Executive Director and will work collaboratively with a team of King Conservation District professionals, AmeriCorps members, contractors and volunteers to provide leadership for the development and delivery of natural resources management and conservation education programs.

This position will work closely with technical staff and subject matter experts from within the district and with stakeholders, partner agencies and member jurisdictions within King County to identify current and future education needs, assist in the development and evaluation of education programs that support the District’s goals on engaging adult and youth audiences, effectively utilize various teaching methods to assist the District in implementing a balanced approach to development and delivery of education programs, ensure diversity among target audiences (rural and urban, landowners and non-land owners etc.), education program participants and learners, and promote equitable access to and geographic distribution in education programs.

The position responsibilities include: leading and supporting a group of staff, AmeriCorps members, and contractors associated with coordinating the District’s conservation education, volunteer, citizen science monitoring and AmeriCorps placement programs; identifying and setting goals that align with the King Conservation District mission, vision and strategic priorities; developing and managing work plans and budgets; tracking and meeting performance management objectives;

hiring, training and supervising staff and AmeriCorps members; developing adult and youth education curricula and community-based social marketing strategies; delivering lesson-plans, workshops / classes, peer-to-peer, and other education programing; and conducting program-related marketing, outreach and stakeholder engagement. Additional responsibilities include supporting professional development of program and technical staff; supporting District activities at public outreach events; and working on other projects and initiatives as assigned.

Potential topic areas to be developed or enhanced include but are not limited to: water quality protection and enhancement, soil conservation and tilth, fish and wildlife habitat protection and enhancement, urban and rural forest health management, marine and freshwater shoreline restoration, food security, home horticulture, community agriculture, farm and forest land-use issues and practices, livestock and pasture management, environmental quality and sustainability, climate resiliency, and renewable energy. In addition to traditional presentations, landowner workshops and classroom lesson plans, activities may include but are not limited to: special events such as environmental literacy competitions, field-based service learning, poster contests, materials development in association with curriculum delivery, newsletter and web-based media to share education resources and to access education service providers and airing or printing educational content in local news media.

The ideal candidate for this position is responsive to community needs in developing new and enhancing existing conservation education programs; possesses strong written and verbal communication skills; easily and meaningfully engages others; embraces diversity and equity; and collaborates across teams of staff, interns, volunteers and contractors to achieve goals and objectives.

Job Responsibilities/Duties This list of duties is intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

Education Program Group Management (50%)

- Drive the build out of the Education program group. Hire, train, coach and manage direct reports (4-10 inclusive of interns) on the education and volunteer teams; supervise and conduct performance reviews; and build the skills and abilities of staff to take on progressive levels of program responsibility and supervision of AmeriCorps members.
- Develop work plans and budgets; provide fiscal oversight; manage program activities to meet calendar year work plan goals and objectives; and manage and oversee program record keeping and reporting.
- Perform office and administrative tasks in support of assigned programs and projects.
- Collaborate with the Grants Coordinator to write and secure grant funding for education programs and projects, and with the Interagency Director to secure and manage contracts for performance of conservation services.

- Cultivate professional skills through continuing education and by attending conferences, workshops and trainings, working with mentors and coaches, and other methods as identified in a professional development plan.

Education Program Design and Delivery (40%)

- Create, and articulate a detailed vision for adult and K-12 education programs and projects consistent with the District's mission, vision, and goals; and manage new and ongoing conservation education programs and projects.
- Apply problem solving and innovation to develop unique approaches to and enhance the effectiveness and efficiency of District conservation education programming.
- Work with internal strategy area teams (shoreline, food and farm, forestry...) to integrate education programming as a core tool for achieving District goals in each strategy area.
- Work collaboratively with internal strategy teams to support the application of educational concepts and approaches along with persuasive skills to present information to diverse populations of non-technical audiences.
- Support the development of educational fact sheets and articles, develop technical resources and other materials for target audiences; and assist with the production of District publications across all District program areas.
- Present educational content and facilitate education programming at District sponsored tours, classes, workshops.

Conservation District Staff Professional Development (5%)

- Coordinate with other District Program Managers to support professional development plans for program and technical staff.
- Support the District's presence and participation in the development of technical and professional training tracks at the Washington Association of District Employees (WADE) annual conference, collaborating with staff from other Conservation Districts across Washington on the same.
- Support the District's presence and participation in the Washington State Conservation Commission Center for Technical Development.

Community Engagement (5%)

- Develop and support District partnerships across internal teams and with agencies, organizations, jurisdictions and other stakeholders involved in conservation of natural resources; and leverage District resources to expand the reach of District conservation education programming.
- Support District activities at public outreach events, including fairs, festivals, summits, and conferences by presenting and sharing information related to conservation education and District programs and services.

- Provide exceptional customer service to earn the trust of the public, and work cooperatively with a diverse population including landowners, homeowners, residents, elected representatives, and other conservation professionals and interest groups.
- Maintain active communication with participants, partners and other stakeholders about District programs; and attend public meetings as a representative of the District

Required Qualifications

- Master's degree from a regionally accredited college or university in Adult Education, Extension Education, Agricultural Education, or Environmental Education (with a focus on Adult Education), or closely related natural resources management field.
- Five to seven years of professional management experience is required in Continuing Education, Curriculum Design, Community Education or Adult Education within a government, corporate or other post-secondary training environment, or a combination of education, training, and experience that demonstrates the ability to perform the duties of the position.
- Supervisory Experience, A minimum of three years of supervisory experience including staff development and performance evaluation experience.
- Experience in curriculum development, educational program development, and/or approaches to changing environmental / conservation-related social norms through strategies such as community-based social marketing.
- Experience effectively managing project and/or program budgets.
- Experience coordinating team-based projects or programs.
- Working knowledge of the techniques and practices to assess and evaluate education programing success.
- Currently hold or can obtain a valid Washington State Driver's License.

Preferred Qualifications

- Experience working with public and private landowners through educational or technical assistance-based programing. Prefer experience in education programing
- Working knowledge of lifelong learning concepts, practices and recruitment methods
- Working knowledge of strategic program development and implementation.
- Working knowledge of grant writing and grant management.
- Knowledge of Conservation District roles in overall natural resource stewardship services landscape.
- Knowledge of Puget Sound watersheds, habitat restoration, invasive species control, native trees and shrubs, forest and agricultural land use practices, common rural and urban land use practices, local, state and federal regulatory programs, the resource management issues and challenges facing the region, and the ability to apply this knowledge to developing and implementing conservation education programs and curricula.

- Proficient with computers to write reports, track work products, prepare and record field and technical data using Microsoft Office Suite (MS Word, Excel, Access, PowerPoint); knowledge and rudimentary use of GIS and Adobe InDesign software programs desirable.
- A record of scholarly and professional publications and presentations is desirable.

Annual Salary

\$61,899-\$83,564

Benefits

The District offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

Relocation assistance available to qualified applicants.

To learn more, visit the District's website at www.kingcd.org

To Apply:

Submit a resume and cover letter to the email address:

jobs@kingcd.org

*This position will be open until filled.
First review of resumes on March 5th, 2018.*

Location Main Office

1107 SW, Grady Way, Suite #130, Renton, WA 98057