



# Education Programs Coordinator

## WCC AmeriCorps Individual Placement

### 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 educational settings, this position involves multifaceted duties that require a high level of motivation, versatility and independence. This position is responsible for coordinating several King Conservation District (KCD) 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 Job 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 marketing & advertising, materials & equipment preparation, and event facilitation.
- *Farm Tours*: Coordinate with landowners and contractors to plan and facilitate 8 peer-to-peer educational tours of farms throughout King County. Activities include event registration, staffing assignments, contractor coordination, event advertising, materials & equipment preparation, and day-of event coordination.
- *Special Topic Conservation Classes*: Coordinate with staff and contractors to plan and facilitate adult education workshops on emerging natural resource topics. Activities include topic selection and curriculum development, event registration, staffing assignments, contractor 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 hosting or supporting the regional competition planning and 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 management. Activities include event registration, contract educator coordination, event advertising, materials & equipment preparation, and event coordination.
- *Drain Rangers Classroom Lessons & Teacher Trainings*: Deliver classroom lessons for elementary school students on the topics of stormwater and soil & water conservation. Assist with teacher trainings on the Drain Rangers curriculum. 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, and preparing program and project budget documents.
- Plan and coordinate an additional independent education project depending on interest and organizational need. Projects may include 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 member availability, assist with various outreach events such as the Northwest Flower & Garden Festival, KCD Native Plant Fair, King County Fair, farmers markets, and other events and festivals.

## **Qualifications**

- (Preferred) 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. Experience in the natural resources education field can be substituted for education.
- 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 work independently and as part of a team; and the Ability to perform in a fast-paced service environment with multiple project deadlines.
- Strong public speaking and presentation skills. High level of comfort presenting to a variety of audiences (adult/youth, various sized groups, outdoors/classroom setting, etc.)
- 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.
- Applicants must be between the age of 18-25 on their first day of service (*age restrictions are based on legislative mandate, and do not apply to Gulf War Era II Veterans, dependents, or active duty reservists, or those with a mental or sensory disability*).
- Per legislative mandate, priority will be given to Washington state residents.
- Applicants must be eligible for AmeriCorps, and able to submit documentation of one of the following citizenship statuses: U.S. Citizen, National, or Lawful Permanent Resident Alien. Learn more about AmeriCorps eligibility on the [WCC website](#).
- Able to serve during weekday evenings and weekend days throughout the service year.

## **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 contractors.
- 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.
- 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.
- Experience with Adobe Creative Suite (InDesign and Photoshop).

## **Essential Job 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 work progress, prepare and record program/project data and records.
- Work 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.
- Able to serve on several weekend days and weekday evenings 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.

## **Work Schedule**

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



## **To Apply**

Please complete **both** required steps:

1. Submit **WCC online application** accessible from the [WCC website](http://www.ecology.wa.gov/wcc) (<http://www.ecology.wa.gov/wcc>; select this KCD Education Programs Coordinator IP position on application).
2. **Email résumé and cover letter** to [AmeriCorpsJobs@kingcd.org](mailto:AmeriCorpsJobs@kingcd.org) by 5 PM on Friday, July 27<sup>th</sup>.

## **Office Location**

1107 SW Grady Way, Suite 130, Renton, WA 98057 (*\*Moving to new address in Renton, WA in early September 2018*)

**Questions?** Contact Nikki Wolf at 425-282-1909 or [Nikki.Wolf@kingcd.org](mailto:Nikki.Wolf@kingcd.org)