



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

Education Program Coordinator

This position is represented by the Washington Federation of State Employees.

Nature and Purpose of the Position:

King Conservation District (KCD) has an immediate opening for an individual to serve as the Education Program Coordinator. The KCD Education Program delivers trainings and programming to adult and youth audiences throughout King County on natural resource topics that support the goals of KCD stewardship programs. The Program Coordinator reports to the Education Program Manager and is a member of the Education & Engagement Team.

The individual holding this position works collaboratively with a team of conservation education professionals and subject matter experts from within KCD and across partner organizations to plan, coordinate and deliver educational events and programming. Types of education events coordinated by this position include tours, workshops, and webinars related to managing freshwater shorelines, marine shorelines, agricultural lands and farms, forested properties, community agriculture, and youth natural resource education topics. The Education Program Coordinator is responsible for creating educational content to expand the KCD eLearning program to better serve all stewardship programs.

With work in the office and the field, this position involved multi-faceted duties that require leadership, collaboration and problem solving, and an elevated level of motivation and independence. The ideal candidate for this position is organized, experienced in educational event planning, responsive to community needs, easily and meaningfully engages others, has strong written and verbal communication skills, embraces diversity and equity, and collaborates across teams of staff, interns, volunteers, and partners to achieve goals and objectives.

Major Responsibilities:

The following list of duties is intended as an illustration of the various types of work performed. 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.

KCD Stewardship Programs Education (Farm, Forest, Riparian) (75% FTE)

- Plan and facilitate farm, forest, and riparian adult education programming (workshops, peer-to-peer led project tours, trainings, webinars, field days). Activities include managing registration, identifying workshops and site tour locations, coordinating with KCD staff and contract presenters, developing agendas to align with curricula, coordinating day of event logistics, event facilitation, public speaking, presentation development support, customer service to attendees, and event follow up communications.
- Coordinate updates to existing curriculum or development of new curriculum as needed.
- Create content for eLearning platform and coordinate integration with KCD website.

- Collaborate with KCD stewardship program staff on education goals and location targets; and represent the education team at stewardship team meetings.
- Seek opportunities for collaboration with city and agency partners in program delivery and landowner engagement.
- Oversee the work of contracted presenters, including collaboration around curriculum and presentation updates, aligning workshop to the latest science, best practices and community needs, and soliciting feedback on workshop effectiveness.
- Maintain program database and records; prepare program administration support materials as needed or assigned.
- Incorporate diversity, equity, and inclusion best practices into KCD educational programming.

Youth Education Programming – Washington State Envirothon (10% FTE)

- Participate with the WA State Envirothon, serve on local and statewide committee to support planning and coordination of annual natural resources competition for high school students. Activities include attending monthly meetings, participating in regular committee activities such as fundraising events and planning activities.
- Support the AmeriCorps Education IP in Envirothon team recruitment and training of King County high school students.
- Assist with regional and state Envirothon events annually.
- Participate in youth education field days, trainings, and events as opportunities arise annually.

Education Team Support (10% FTE)

- Provide support and guidance on education group tasks. Activities may include supporting the Education IP in project coordination, assisting with the hiring and onboarding of the Education IP, coordinating education team contractors, and developing publications and outreach materials as needed.
- Create content to promote and support Education Programming including social media posts, website blog posts, marketing materials, and written reports.
- Support Education program data tracking and management, follow up with past workshops attendees, track technical assistance requests from events.
- Identify ways in which the Education Program can use an equity lens throughout its work to best understand community perspectives and better serve King County communities.
- Perform office and administrative tasks in support of assigned projects as assigned.

Engagement Team Support (5% FTE)

- Support KCD engagement programs and events including the Native Plant Sale, King County Fair, Orca Recovery Day, and other opportunities identified annually.

Qualifications and Experience:

- ✓ Combination of life experience and/or education demonstrating at least four (4) years of experience related to natural resource management or environmental science continuing education, curriculum design, community education, or experience that demonstrates the ability to perform the duties of this position.
- ✓ Experience in principles, practices and skills that support planning and facilitating KCD educational programming and events.
- ✓ Knowledge or understanding of Puget Sound watersheds, the range of land use practices represented in the region, and the natural resource management issues and challenges faced by the region.
- ✓ Connection with and demonstrated ability to respect, understand and authentically engage with community members with diverse and unique backgrounds who are currently experiencing economic and environmental disparities.
- ✓ Excellent communication and community relations skills including, but not limited to, facilitative skills, ability to collaborate across community partners, and ability to communicate effectively both orally and in writing, including using social media.
- ✓ Strong organizational, interpersonal, time management and problem-solving skills.
- ✓ Experience and proficiency using computer software to track data and create reports (e.g. Microsoft Office Suite, Volgistics).
- ✓ Experience working with adult audiences in an educational setting.
- ✓ Licensed to operate a motor vehicle in the State of Washington or can obtain a valid Washington State Driver's License by start date.

Desired Skills:

- ✓ Demonstrated understanding of best management practices related to natural resource topics including managing freshwater shorelines, marine shorelines, agricultural lands and farms, forested properties, and community agriculture.

Essential Job Functions:

- Participate and contribute to the ongoing diversity, equity and inclusion work at KCD and incorporate learned practices and skills to all aspects of other job duties.
- Work under tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment.
- Communicate effectively and work collaboratively with KCD staff, AmeriCorps members, interns, private landowners, customers, and stakeholders to produce high quality, cost-effective events and resources.
- Present program information in public settings and meetings; prepare clear, concise, and informative written documents and reports; maintain thorough and organized records.
- Write reports, track work progress, prepare and record program/project data and records.

- Travel to various locations throughout King County and occasionally throughout the state.
- Work weekend days and weekday evenings at least 2-3 times per month to support education, outreach, volunteer, and partner events.
- Apply appropriate safety practices in the field and in the office.
- Perform physical work in all weather conditions.
- Lift up to 40 pounds.

Full Time Position Annual Salary

\$44,054 – 66,081, based on experience

Work Schedule

Full Time, 40-hour week, Monday – Friday

Flexible schedule depending on events and scheduled meetings. Option to work from home at least one day per week.

Frequent weekend day and weekday evening events.

Benefits

KCD 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).

King Conservation District is an Equal Employment Opportunity (EEO) Employer

All qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

To Apply

If you are interested in pursuing this position, please send the following materials to hr@kingcd.org.

1. A Resume
2. A Cover Letter, describing as specially as you can how your experience, skills, and values are a fit with King Conservation District's goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion in organizations. This statement should not exceed 300 words.

About Us

King Conservation District (KCD) is a natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through responsible stewardship. A five-member Board of Supervisors is responsible for overseeing all KCD programs and activities.

KCD promotes conservation through demonstration projects, educational events, providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with KCD.

KCD's service area includes 34 cities and all of unincorporated King County with the exclusion of City of Enumclaw, City of Federal Way, City of Milton, City of Pacific and City of Skykomish.

Website: kingcd.org

This position is represented by the Washington Federation of State Employees.

The first round of applications will be reviewed on July 20th, 2022. This position will be open continuous until filled.