



Education Programs Coordinator

Washington Conservation Corps

AmeriCorps Intern

General Description

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, and classes on emerging resource conservation topics. Additionally and time permitting, the position will develop an independent education project and/or 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 and as part of a team of District staff and contractors.

Essential Job Duties

General Education Programming (75% FTE)

- Plan and coordinate 2 series of the *Land and Water Stewardship Workshops for Livestock Owners*, including venue selection, event registration, staffing assignments, event advertising, and materials and equipment preparation.
- Plan and coordinate up to 8 farm tours and 4 special topic conservation classes, including site selection, event registration, staffing assignments, event advertising, and materials and equipment preparation.
- Plan and coordinate King Conservation District participation in the North American *Envirothon* Program, including local team recruitment, regional competition planning and coordination, and state competition planning and support.
- Plan and coordinate up to 3 *Where the Water Begins* marine shoreline education workshops for property owners along the shorelines of King County, including site coordination, event registration, contractor coordination, event advertising, materials and equipment preparation, and event coordination.

Additional Education Programming & Responsibilities (25% FTE)

- Plan and coordinate monthly education team meetings with KCD staff and contractors.
- Prepare written progress reports and document accomplishments.
- Plan and coordinate an independent education project for adult and/or youth audiences. Project selection is the choice of the AmeriCorps intern. Additionally, the AmeriCorps intern has the option to choose an independent project from historical KCD education programming including the following two items.
 - *Carpentry for Critters* workshops, including venue selection, staffing assignments, event advertising, and materials and equipment preparation. In association with venue selection, participate in planning committee meetings for the *Tukwila Backyard Wildlife Festival* and staff a festival booth and nest box building station.

- Youth Conservation Education “field days” such as the City of Bellevue *Natural Resources Week*. In association with planning field day participation, utilize curricula such as Project Wild, Project Learning Tree, Energy Food and You to prepare station activities.

Qualifications

- Must be between the ages of 18 to 25. **Age restrictions are based on legislative mandate, limited exceptions may be made for veterans, and participants with a sensory or mental disability.*
- 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.
- Experience working with youth and adult audiences.
- Strong organizational skills and attention to detail.
- Knowledge of or experience administering contracts and/or overseeing the work of contractors.
- Knowledge of or experience in budget management and record keeping.
- Experience maintaining program and project records and writing reports.

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.
- 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.
- 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.
- Work a minimum of one weekend and one weekday evening per month.
- Travel to various locations throughout King County, and occasionally to locations outside King County in Washington State.
- 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.

Compensation and Benefits

- Washington State Minimum Wage (**\$9.47/hour**).
- **\$5,775 AmeriCorps Education Award** (upon successful completion of 12-month term **-AND-** completing 1,700 hours).
- Basic medical insurance.
- Educational loan forbearance is available on qualified loans

Start Date: October 3rd, 2016

End Date: September 15th, 2017

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



To Apply

Submit a résumé and cover letter to the email address: AmeriCorpsJobs@kingcd.org no later than close of business on **Friday, August 26th, 2016 -AND- complete the WCC application at <http://fortress.wa.gov/ecy/wccapp>.**