



City of Olympia

Public Works, Environmental Services, Habitat Program

Job Announcement

Education and Outreach Assistant

Start 10/06/2014 **End** 09/17/2015 **Full-Time** 40 hours per week

This is a **Washington Conservation Corps AmeriCorps Individual Placement** position for the City of Olympia, Public Works, Environmental Services, Habitat Program. For more information about the **WCC AmeriCorps Program**, please visit: <http://www.ecy.wa.gov/wcc/memberpositions.html>.

Application instructions at bottom of this announcement.

Applicants must be 18 to 25 years old at the time of hire (age restriction may be waived for recently returned military veterans)

The City of Olympia Habitat Program is a 2 year pilot program emphasizing restoration of riparian and terrestrial habitat within the City of Olympia and Urban Growth Area. City of Olympia staff recently completed a comprehensive watershed protection and restoration strategy that identifies priority habitat enhancement opportunities targeted towards site specific land use designations, legacy/existing land management practices, and ownership demographics. These strategic and site specific restoration actions will provide:

- Invasive species management
- Riparian forest cover restoration
- Future coarse woody debris recruitment potential

The stewardship process will provide willing landowners, both public and private, with the resources and education necessary to make informed land management decisions based on known or anticipated habitat objectives. In addition to improved habitat through effective enhancement of native plant communities, overall reductions in human impacts are expected. Implementation of stewardship will result in improved riparian composition, structure and function. In addition, effective vegetation management will improve water quality, reduce in-stream peak flows, reduce sediment loading, improve aquatic habitat connectivity, increase woody debris recruitment and improve ecosystem functions by providing a heterogeneous landscape consisting of native vegetation all to the benefit and improvement of South Puget Sound water quality and health.

Position Summary

The Education and Outreach Assistant will work with the friendly, hardworking, City of Olympia Staff to improve habitat through community outreach, environmental education, volunteer coordination, habitat restoration and data collection. This position will include work both in the office and out in the field. The Education & Outreach Assistant will work within the Habitat Program, but will often assist staff in other areas, such as different city departments, non-profits, tribes, community groups and private citizens. The intern will create outreach materials, deliver educational programs, assist with volunteer events, and collect post-project monitoring data. It is our goal that by the end of his or her term, the Education and Outreach Assistant will have gained valuable job skills and diverse experiences in many areas of interest.

Typical Duties

Assist Habitat Program staff in the following areas:

- Education and outreach development and support including service learning projects, classroom presentations, festival booth staffing, and creation of outreach materials and curriculum
- Recruitment, coordination, training, and recognition of volunteers on various projects
- Management and upkeep of the Habitat Program's Native Plant Nursery
- Diverse field work such as tree planting, fish surveys, water quality monitoring, marsh vegetation surveys, photo point documentation and invasive species control. Training provided.
- Implementation and monitoring of community restoration projects
- Develop and support marketing, newsletter, website, database and other social media
- Management and inventory of monitoring equipment, outreach materials, and merchandise

Qualifications

- Minimum Education: College level courses in environmental science, biology, fisheries, forestry, ecology, environmental education or related subjects.
- Excellent communication, presentation and writing skills
- Organized, self-motivated, high attention to detail
- Ability to work independently or in a group
- Good natured team player, comfortable working with many types of people
- Expertise with computer programs such as Excel, Word, Publisher, Power Point
- Willing and able to perform heavy physical labor including digging, wading, handling plants and lifting up to 50 pounds in all kinds of weather

Desired Skills/Demonstrated Interests

- Good communicator and team member
- Leadership skills and diplomatic problem solving abilities
- Graphic design experience with programs like Illustrator, Photoshop, Publisher and other Adobe Creative Suite programs
- Experience teaching and comfort with public speaking
- GIS/GPS knowledge and experience
- General knowledge of habitat needs, restoration techniques and native plant identification specific to the Pacific Northwest bioregion.
- Availability to work a flexible work week including occasional weekend and evening events.

Location: City of Olympia, WA

Salary: \$9.32/hour, Typically Mon-Fr, working 8-hours days (some Saturday events, especially during the Fall to Spring time period), 40 hours/week. AmeriCorps Education Award of \$5,645 received upon completion of a year of service.

Benefits: Basic medical health insurance. Also, WCC AmeriCorps members qualify for food stamps and other forms of personal financial assistance, if desired.

Applications will be accepted until position is filled. First round of applications will be reviewed on August 1st.

TO APPLY: Complete BOTH steps:

1. Complete the WCC application at: <https://fortress.wa.gov/ecy/wccapp/>
(select IP-**OLYMPIA/CITY OF OLYMPIA**)
2. mail two (2) copies of the following - a letter of interest, résumé and contact information for three (3) references to:

Habitat Program, City of Olympia, Environmental Services
Attn: Joe Roush
601 4th Avenue SE
Olympia, WA 98501

Applicants will be reviewed and interviewed on a first-come basis