



Organization: Siuslaw Watershed Council (SWC) in partnership with Ecology in Classrooms Outdoors (ECO)

Mission:

SWC: The SWC supports sound economic, social, and environmental uses of natural and human resources in the Siuslaw River Basin. The Council encourages cooperation among public and private entities to promote awareness and understanding of watershed functions by adopting and implementing a total watershed approach to natural resource management and production.

ECO: ECO inspires students to care for nature and their local communities through hands-on science education.

Position: Education and Outreach Coordinator

Start Date: January 2020

FTE: 24 hrs/wk on average (0.6 FTE) dependent upon funding, position may move to full time and may be required to work 40 hours per week during special event planning, and may be required to enter non-pay status in the summer for several pay periods.

Hours of Work: Primarily working three days a week, Tuesday to Thursday 8:00 AM - 5:45 PM, occasional evenings and weekends. School hours are from 8:30 AM - 3:00 PM with in-school programs running between 8:30 AM - 2:00 PM. Educators will arrive on site 15 to 20 minutes prior to the start of programs to connect with other educators. For outreach efforts, coordinator may be responsible for planning evening or weekend events requiring flexible schedule and desire to engage all members of our community.

Location: Includes the SWC office on the Mapleton School District campus at 10868 E Mapleton Road, Mapleton OR, school and partner sites, and remotely, as arranged with supervisor. Educator will be responsible for coordinating in classroom education lessons at the Mapleton, Siuslaw and Reedsport school districts and will be required to use personal reliable transportation to program areas. Educator will also lead field trips and tours of restoration projects in remote field locations in possibly inclement coastal weather on rugged terrain and may be required to hike with 40 pounds or more of gear off trail.

Compensation: \$16-\$19/hr

Benefits: Earned sick and vacation time + 9 paid holidays/year. 401k retirement plan with employer match available after 6 months of service, health insurance benefits at 50% cost-share available after 60 day probation period.

Siuslaw Watershed Council Mission Statement

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To Apply: Search for Education and Outreach Coordinator position at cardinal services online at <https://employee.cardinal-services.com/Applicantportal/jobboard>

Summary of Position:

As the Education Coordinator you are the face of our organization and partnership with ECO in the community. You provide a key connection between our schools, outdoor sites, and students. The Education and Outreach Coordinator helps to create the educational setting and ambiance that helps students meaningfully engage with nature. You work closely with local teachers and partners (including the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, Ecology in Classrooms and Outdoors, Forest Service, Bureau of Land Management governmental and nonprofit partners) to understand our program's parameters and specifics, from curriculum delivery to outdoor project management. The Educator will work in the school to maintain the safety of students, create an engaging and enjoyable outdoor experience for students, and deliver curriculum. Educator will be responsible for maintaining curriculum materials (kits) by collecting plant samples, laminating or printing materials, gathering tools, and watching ECO lesson videos prior to teaching. The Education and Outreach Coordinator will also be responsible for planning, organizing and implementing the Siuslaw Watershed Council Exploration Camp in late June, which will require 40+ hours during the week of camp, and the surrounding two weeks of camp. This camp has been offered for over 17 years, and you will have many resources to help plan and implement this camp program available to you. There is already partial funding secured for Exploration Camp for the next 3 years, position will be required to assist in raising funds to support the camp program in the future. Position will also assist Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians culture camp and spring break camp, as needed and directed. This will account for on average ~.35FTE

As the Outreach Coordinator, you will assist us in planning special events and restoration project tours. Events will occur in the evenings and on weekends occasionally. You will also assist in donor management and tracking stakeholder engagement and event attendance in donor management software called "Little Green Light". There is funding available in each restoration grant from the Siuslaw Watershed Council to write newsletter articles, social media posts, and plan and implement restoration project tours with the community. You will assist in writing and sending "Mailchimp Email Campaigns" as well as social media posts on Facebook, Instagram and Twitter. This will account for on average ~.15FTE

Grant Writing and Fundraising: Position will be responsible to raise funds through grant writing and fundraising to sustain employment over time. There is enough funding secured to maintain position for the first year at .6FTE; funding beyond one year must be secured through grants and private donations. Position will be responsible for writing grants with assistance from the SWC Executive Director and from ECO staff, and will help raise private funds from local businesses and individual donors to support position in the future. This will account for on average ~.10 FTE

This position also provides in school programming as an educator for both elementary and secondary schools. All in school teaching will be over in time to take a shift break and safely make it from one school / field sites throughout the area. This is an awesome opportunity to take curriculum from the classroom into a field setting. As an Educator, you will be able to gain a wide variety of knowledge and experience throughout the layers of our programming.

Essential Functions:

- Collaborate with the Lane County ECO Educator to deliver ECO programs in a school classroom and field setting
- Collaborate with the SWC Restoration Program Manager to deliver ECO programs in elementary and secondary schools and at our habitat enhancement sites in partnership with local agency, tribal or nonprofit partners and in coordination with Lane County ECO Educator.
- Assist with groups of 20 to 25 students outdoors in all seasons and indoors in extreme weather
- Prepare, set up, and clean up all teaching materials
- Keep tools, supplies, and equipment organized
- Bring engaging energy and enthusiasm to the curriculum, field, and school site
- Create and maintain a safe and brave space for students' physical and emotional well-being
- Maintain positive relationships with school, guardians, and community partners
- Participate in staff meetings to discuss programs, curriculum, and new ideas
- Utilize Google calendar to view and be responsible for your calendar and schedule
- Consistently begin each day prepared and on time
- Have reliable transportation to sites throughout the Siuslaw, Mapleton and Reedsport School Districts with occasional travel to Portland or Eugene for trainings with ECO
- Plan, coordinate and implement restoration project field tours and special events closely with other SWC staff
- Help assist in donor management and stakeholder engagement efforts utilizing donor management software, social media, and email campaign marketing tools
- Write grants and assist in fundraising efforts to continue program development and job security
- Build an environment of learning, inclusion, and fun!

Desired Skills:

- 2+ years of teaching experience (classroom and/or outdoor setting)
- Demonstrate self-motivation, independence, and a positive attitude
- Enthusiasm for environmental education and environmental issues
- Knowledge of local ecology, flora and fauna, or enthusiasm to learn quickly (use a field guide, etc.)
- Comfortable engaging students in dialogic teaching style, inquiry-based learning, and other student-focused pedagogies

- Resourceful and problem-solver
- Excellent communicator with people of all backgrounds
- Ability to arrange transportation to/from work sites
- Ability to multitask and adapt quickly to changing situations or schedules
- Background knowledge in natural resources/ecology/salmon restoration
- Willing to grow and evolve with the organization
- CPR and First Aid certified
- Knowledge of grant writing and reporting
- Budget management experience
- Knowledge of DEI (Diversity, Equity, and Inclusion) and trauma-informed practice

Special Note: This position is grant and private donor funded, you will be responsible for managing grant budgets and reports including interim and final reporting to granting agencies. In order to continue employment at the Siuslaw Watershed Council you will be responsible for securing future grants, as well as business and individual donations. There is the possibility to become a full time position if additional grant funding is secured.