



Pend Oreille Conservation District

Administration & Outreach/Education Coordinator Employment Opportunity Announcement

Type: Regular, benefits, FLSA non-exempt
Full-time, 40 hours per week

Note: This position is supported by and contingent upon available grant funding.

Opening Date: February 22nd, 2023

Closing Date: Open until filled

Position Description

The Pend Oreille Conservation District is seeking an Administration and Outreach/Education Coordinator to join our team. This position is responsible for assisting the District Manager with the organization and management of the office, overall district operations, in addition to overseeing all outreach and education objectives. This position will be cross trained to act as assistant to the District Manager in their absence.

This position reports directly to the District Manager.

Essential Duties and Responsibilities:

General Operations

- Act as Clerk of the District Board of Supervisors: taking minutes, preparing agenda, and compiling and sending out all board packet materials to board members for each meeting.
- Perform in-office administrative duties including physical and electronic file organization, scanning, printing, acquiring board and staff signatures, purchasing office supplies, etc.
- Assist District Manager with monthly, quarterly, annual, and multi-year reporting as required by our grantors and other agency affiliates.
- Assist District Manager and contracted staff with accounting, budgeting, financial responsibilities, grant writing support and management, agreements, and contracting.
- Use Microsoft Office Suite, Smartsheet or related software to manage projects, collaborate with teams, and prepare reports.

Outreach and Education

- Prepare and assemble educational and outreach materials and displays.
- Maintain and manage the website with regular content creation and updates.

- Oversee and coordinate with contracted staff regarding social media (Facebook, Instagram, etc.).
- Manage and create content for quarterly newsletters and coordinate with local/regional newspapers to disseminate press releases.
- Arrange and schedule seminars, workshops and trainings for clients and staff.
- Direct all public questions to appropriate staff.
- Work with local partners and schools to encourage County-wide K-12 Environmental Education
- Perform work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the District personnel policies, providing courteous service.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.

Required Qualifications:

- Bachelor's or associate's degree in communications, environmental education, or relevant technology applications plus two years of experience; or, a high school diploma (or GED) plus four years of experience may be substituted for the degree or certificate.
- Proven ability to read, write and speak the English language; strong written and verbal skills; quality public relation skills including ability to communicate effectively about legal and complex system management; preference given for knowledge of agricultural, botanical, and environmental terminology and practices.
- Ability to work independently, exercising judgment and initiative with guidance only, without direct supervision.
- Computer experience required, with proficiency in all Microsoft Office suite programs including Publisher; preference given for experience with Windows Media Player, Adobe Photoshop Elements, Adobe InDesign, website maintenance and social media management.
- Ability to design advertisements, flyers, brochures, display materials and other public education media.
- Ability to lift and carry materials and equipment weighing up to fifty (50) pounds, and to walk over steep and rough terrain.
- Valid driver's license, acceptable driving record.
- Willingness to work occasional weekends and more than 40 hours in a week.

Desired Qualifications:

- Master's Degree in Environmental Studies with an emphasis on education and outreach

- Photographic skill and experience; preference given for experience with DSLR photography and videography.
- Understanding of the NRCS Nine Steps of Conservation Planning
- Familiarity of Pacific Northwest ecology, specifically in areas east of the Cascades Range.
- Ability to manage and communicate with contractors.
- Experience with securing and managing grants.
- Demonstrated experience managing programs.
- Excellent interpersonal and conflict resolution skills.

Physical and Mental Working Requirements

Requires frequent sitting, standing, and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain. In addition, this position may require the ability to lift up to 50 lbs. and perform manual labor in all weather conditions. Frequent standing, walking, bending, and lifting are required.

Duty Station

Hybrid (3 days in the office, up to 2 days remote); work will be split between a home office, a headquarters office in Newport, WA and frequent field trips to project areas which include difficult terrain.

Compensation

\$40,000 - \$50,000 annual salary (dependent upon qualifications and experience)

Benefits

After a 60-day probationary period, the District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents.

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The District recognizes ten (10) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues at eight (8) hours per month.
- The District and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The District offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB) paid at a rate of 70%.
- Premiums for a single membership to the Camas Center for Community Wellness paid at a rate of 100%.

Employment Application: Send a cover letter, resume and references electronically to:
admin@pocd.org

Pend Oreille Conservation District is an Equal Opportunity Employer.

POCD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person. Please let us know if you need any accommodation to participate in the application process.