Position Announcement: STEWARDS Natural Resource Education Coordinator

Open Date: September 7, 2018
Close Date: September 28, 2018

About the Organization
The South Santiam Watershed Council (SSWC) is a 501(c)(3) nonprofit community based organization that was established in 1997. The SSWC service area encompasses the 1,040 square mile South Santiam River Watershed located in East Linn County, Oregon. The SSWC mission is “to involve local people in the enhancement and protection of the South Santiam River Watershed for the social and economic benefit of its landowners, managers and users”. The SSWC is non-regulatory and works with willing landowners to implement restoration and enhancement projects that improve the overall health of the watershed. Youth natural resource education is integral to the SSWC’s mission. The SSWC is guided by a diverse board of directors. The SSWC maintains active partnerships with Federal, State, local agencies; local and regional nonprofits and other watershed councils.

Summary of Position
The STEWARDS (Students Engaged in Watershed and Resource Discovery Sessions) Natural Resource Education Coordinator is a visible and engaged member of the SSWC and the community. The goal of the SSWC education program is to ensure the next generation of watershed stewards is prepared to assume a leadership role. The program seeks to address and understand local watershed issues, increase community stewardship and understanding of watershed function, generate citizen involvement and support for watershed council activities and to make tangible improvements to watershed health. The Education Coordinator will play a lead role in facilitating and coordinating all aspects of the Sweet Home and Lebanon School district’s annual Outdoor School (ODS). This multiday immersive natural resource learning event is attended by approximately 375 fifth and sixth grade students, as well as many parent chaperones, teachers, youth camp chaperones and session leaders. The Education Coordinator will work with local school student groups to develop and maintain the existing Youth Watershed Councils which conduct service learning projects, discuss watershed issues and opportunities, and coordinate small-scale restoration and stewardship projects. The position will work with other local partners to deliver an established in-school natural resource education curriculum, and to provide outdoor learning opportunities at various watershed locations. The SSWC
education program is well established and has a proven track record of maintaining opportunities for youth to be involved in natural resource learning. Youth that start participating as Outdoor School attendees often return as high school volunteers. The STEWARDS Coordinator will report to the executive director and the Council education committee.

Main Duties and Responsibilities
- Plan and lead the organization and coordination of Outdoor School for Lebanon and Sweet Home school districts.
- Work with principals, teachers, parent chaperones, USFS liaisons to schedule, train, and update all participants in Outdoor School event.
- Coordinate local Youth Watershed Council(s) by engaging students in interactive presentations and after school activities focused on watershed processes, function and health; fish and wildlife ecology, native plant identification and pollinators.
- Plan, coordinate and lead local Salmon Watch program.
- Coordinate small-scale restoration and stewardship projects with students and volunteers.
- Work with Lebanon High School science teacher to implement the annual environmental science week learning session.
- Work with US Forest Service partners on youth focused natural resource monitoring projects.
- Develop and maintain positive and productive partnerships with two local school districts, neighboring watershed councils, university staff, federal and state partners.
- Recruit and maintain volunteers to support education activities and events.
- Stay current with changes to outdoor school, and other education programs.
- Represent the SSWC at education meetings, committees, conferences, teacher workshops, class rooms and at public events as needed.
- Attend council education planning meetings with council education committee.
- Attend monthly watershed council board meetings and provide regular updates to the board on watershed education program.
- Grant writing and education project development. Produce final grant reports.
- Ensure scientific accuracy in educational materials and presentations.
- Operate in a safe and inclusive manner.

Education and Experience
- A Bachelor’s degree or higher in the field of education, natural resources or related. A Masters Degree may substitute for 1 year of experience.
- Two years of experience implementing education programs and / or projects, especially for large groups.

Knowledge, Skills and Abilities
- Experience leading and/or participating in Outdoor school sessions.
- Excellent verbal, writing and presentation skills.
• Ability to convey complex information simply to a variety of audiences.
• Ability to work with a large diverse group of community members and partners.
• Individual is self-motivated, enthusiastic, creative, and resourceful.
• Ability to work independently at times.
• Highly organized, efficient and detail oriented.
• Able to work on multiple projects simultaneously, sometimes with conflicting deadlines.
• Able to deal with uncertainty and changing conditions.
• Familiarity with grant writing and reporting.
• Proficiency with MS Office software (Word, Excel, PowerPoint, and Publisher) and Adobe.
• Willingness to work a flexible schedule, including some evenings and weekends.
• A great attitude!

Compensation
• Starting wage will be $19.00 per hour.
• This is a 0.6 FTE (24 hours per week) position. Leading up to and during Outdoor school, the position would be 1.0 FTE hours (40 hours per week).
• This position is funded through September 2019 and may become full time depending on acquired grants.
• Employee will accrue vacation leave at a prorated rate, based 8 hours per month for full time employees. Vacation may be used after 6 months.
• Employee will accrue sick leave at a prorated rate, based 8 hours per month for full time employees.
• Employee will receive 10 federal holidays off.
• Employee will receive a health stipend of 20% of the base salary.
• Simple IRA with 3% matching from SSWC after 6 months.
• Travel reimbursement at the federally calculated rate will be provided for use of personal vehicle.
• Company vehicle is available to council employees for work related use.

Physical Demands and Work Environment
• Work will mainly take place in and near the communities of Sweet Home and Lebanon.
• A workspace will be provided at the U.S Forest Service, Sweet Home Ranger District office.
• Telework may be allowed for some job functions after provisional job review period.
• Job duties will be performed both in an inside office environment and out of doors in the field.
• Field work may occur in inclement weather such as hot and sunny, cold, rain or snowy conditions.
• Job may require bending, climbing, crawling, kneeling, lifting up to 35 pounds, pulling, sitting, walking or hiking over rough rocky terrain, over steep slopes and/or in rivers or creeks with cold flowing water. Work in creeks and rivers will require specialized clothing and safety procedures.
• Some weekend and evening work will be required, particularly during Outdoor School.
• A valid Oregon driver’s license is required as well as access to a personal vehicle.
• Employee must pass a background check to work with youth.
How to Apply

- Send an application as a single PDF to: e.andersen.sswc@gmail.com
- Application will consist of:
  1. Resume
  2. Three (3) professional references - include contact information, how long you have known the reference and in what capacity
  3. Cover letter - 2 pages or less
- Label the single PDF application: “your name education”
- In the email subject line write: “SSWC education application”
- Application must be received by 5:00 pm of the closing date.
- Late or incomplete applications will not be accepted.