



Community Outreach Assistant

1 FTE, full-time permanent

\$30,000 annually

and competitive benefit package

Application Deadline: August 21, 2019

Thurston Conservation District is looking for a dynamic, energetic, and creative communicator and thinker with a strong work ethic to become part of a cohesive team of passionate individuals in a fast-paced, hands-on and rewarding work environment.

POSITION DESCRIPTION:

Since 1947, the Thurston Conservation District has been promoting non-regulatory and voluntary stewardship among private landowners and operators in Thurston County. We are a cohesive team of passionate individuals committed to finding and coordinating resources that meet the needs of local land-users while conserving soil, water and other natural resources. The Community Outreach Assistant will join our education and outreach staff to bring conservation and working lands education to residents of Thurston County.

The Community Outreach Assistant will work closely with the Education & Outreach Specialist to bring educational programs and hands on conservation volunteer opportunities to youth and adults in Thurston County. In particular, this position will assist with volunteer recruitment and coordination, the Conservation District's social media and public communications, and regular outreach events. The Community Outreach Assistant will take the lead on the planning and coordination of District's annual South Sound Regional Envirothon competition for high school students, which takes place each Spring.

Thurston CD's adult educational programs and outreach materials cover a wide range of land management and stewardship practices and reach 1500+ people annually. The Assistant will support the Education & Outreach Specialist to promote and coordinate education events and to develop and distribute outreach materials throughout the community.

Additionally, this position will coordinate Thurston CD's Volunteer Program to assist with water quality monitoring events twice per year (in coordination with our South Sound GREEN staff), plan and implement habitat enhancement projects, coordinate Annual Plant Sale volunteers, and to support other volunteer opportunities and recognition events as appropriate.

This position description represents a general outline of the job duties, essential functions and minimum qualifications and is not intended to be comprehensive in nature. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting, standing, lifting up to 50 lbs., occasional travel and periodic evening and weekend work.

DUTIES & RESPONSIBILITIES:

This position is designed to support several of Thurston CD's programs related to youth and adult education & engagement. This position will work most closely with the Education & Outreach Specialist to do the following:

- Recruit, train, coordinate and recognize volunteers

- Coordinate and promote volunteer work parties
- Take the lead on the planning and facilitation of the Annual Puget Sound Regional Envirothon event
- Provide Thurston CD educational and outreach program assistance and support including tabling at community events, distributing flyers and other outreach materials throughout Thurston County, and supporting educational workshops and programmatic events.
- Create social media content and run social media campaigns for Thurston CD
- Build relationships with a wide range of public and elected officials, farmers and landowners.
- Following all TCD policies and procedures, and having a secure knowledge of these policies
- Support other District events and program priorities as needed

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.

MINIMUM QUALIFICATIONS:

Experience is a key requisite for this position. A minimum of an Associates or technical degree in communications, education, marketing, natural resources or related field, and a minimum of 1 year of related experience; OR, high school diploma with a minimum of three (3) years' cumulative education and experience is required. Experience working with youth and volunteers, coordinating events or projects, designing and distributing outreach materials, experience with social media, and general customer service skills are essential. We're looking for someone with a positive, friendly, and professional attitude who is excited to work with and assist our team and interact with all members of our community.

- Strong interest in working directly with members of the public
- Demonstrated ability and interest in working with youth-elementary to high school aged.
- Demonstrated ability to work effectively and cooperatively with coworkers as well as with a diverse group of private landowners and stakeholders to solve resource management challenges.
- Strong organizational skills, detail oriented, and ability to complete projects on time and on budget.
- Ability to work independently as well as collaboratively to plan, coordinate, and facilitate events and projects.
- Ability to effectively manage multiple projects and work activities with minimum supervision.
- Excellent written, verbal and computer-based communication skills.
- Experience utilizing Microsoft Suite software (Word, Excel, Powerpoint, Publisher)
- Experience utilizing social media platforms to design, create, and share effective and eye-catching content that generates engagement (Facebook, Instagram, Twitter, MailChimp, Canva, Google Forms & Surveys).
- Must pass a background check for working with youth and in schools
- Knowledge of or interest in farming, gardening, or natural resources.
- Valid WA State Driver's License or ability to obtain one

ADDITIONAL PREFERRED QUALIFICATIONS:

- Familiarity with WordPress hosted websites.
- Experience with data tracking and database management.

SCHEDULE & WORKING CONDITIONS:

This position is full-time, permanent non-exempt. Work will be performed in both office and field settings between 8am and 4:30pm, Monday-Friday and during weekends and evenings for special events and programs. Occasional local and out-of-town travel is possible.

COMPENSATION AND BENEFITS:

\$30,000 Annually

The Thurston Conservation District observes eleven (11) paid holidays (including one personal holiday). Employees also accrue sick and vacation leave. Thurston CD employees participate in the [Public Employees Retirement System \(PERS\)](#). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's Department of Retirement Systems – [Deferred Compensation Program \(DCP\)](#). The district offers medical, dental, vision and life insurance coverage at no cost to full time employees. Additional voluntary supplemental insurance opportunities are also available. Regular professional development opportunities are strongly encouraged and supported. This position is represented by the Washington Federation of State Employees, AFSCME Council 28.

TO APPLY:

Please submit:

1. Resume
2. Cover letter
3. Three (3) professional references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to our entire conservation district team. Your cover letter is not to exceed two pages. Applications will be reviewed upon receipt and interviews may begin prior to the application deadline.

Thurston Conservation District is an Equal Opportunity Employer. Please let us know if you need any accommodation to participate in the application process.

Applications due: August 21, 2019 by 4:30pm

Send electronically (*please no paper copies*) to: [**job-applications@thurstoncd.com**](mailto:job-applications@thurstoncd.com)

Please include: **Community Outreach Assistant – YOUR NAME** in the subject line.

We sincerely thank you for your interest in joining the work we do at Thurston Conservation District!