



Education & Outreach Assistant

Permanent, Full-Time

\$40,000 - \$48,000, Depending on Qualifications

And a competitive benefit package

Application Deadline: December 5, 2022

Intended Start Date: January 3, 2023

Thurston Conservation District is looking for a dynamic, energetic, and creative communicator and thinker with a strong interest in scientific communication, developing outreach strategies, and adult and youth environmental education work.

Since 1948, Thurston Conservation District (TCD) has been promoting non-regulatory and voluntary stewardship among community members in Thurston County. Our cohesive team of passionate individuals is committed to meeting the needs of the local community while conserving soil, water and other natural resources. The Education & Outreach Assistant will join our communications team to bring conservation and working lands education to residents of Thurston County. Thurston CD's adult educational programs and outreach materials cover a wide range of land management and stewardship practices and reach 2,500+ people annually.

POSITION DESCRIPTION

The Education & Outreach Assistant will work closely with TCD's communications and education staff to educate and engage both adults and youth of Thurston County. This position will support several TCD programs through general and direct outreach, volunteer recruitment, public communications, social media outreach, and event coordination and planning of multiple TCD sponsored events.

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 Thurston CD's programs related to youth and adult education and engagement. This position will work most closely with the Education & Outreach Staff to do the following:

- Recruit, train, coordinate and recognize volunteers
- Coordinate and promote volunteer work parties
- 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
- Assist with youth programs including water quality monitoring and our teen volunteer programs
- Create and schedule 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
- Support District events and program priorities as needed
- Follow all TCD policies and procedures, and have a secure knowledge of these policies
- Other duties as assigned. Job descriptions are subject to change by TCD as the needs of the District and requirements of the job change.

QUALIFICATIONS

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. 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' experience is required. Qualifying experience can come from a combination of educational experiences, volunteer positions, lived experience, and paid positions. Applicants who feel they would thrive in this position and meet at least 75% of the qualifications are encouraged to apply.

- Experience and comfortability with public speaking
- Ability and interest in working with youth, elementary to high school aged
- Strong organizational skills, detail oriented, and ability to complete projects on time
- 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)
- Clear communication skills
- Ability to work independently with minimal supervision
- Knowledge of or interest in farming, gardening, or natural resources
- Must pass a background check for working with youth and in schools
- Valid WA State Driver's License or ability to obtain one

EQUAL OPPORTUNITY WORKSPACE

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. All employees, interns, and volunteers receive consideration without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

SCHEDULE & WORKING CONDITIONS

This position is permanent, overtime non-exempt, and full-time (40 hours per week) with flexible work hours. Local and out-of-town travel, occasional evening and weekend hours are possible. Currently, as part of TCD's response plan to COVID-19, work may be performed at home with work in the District's office as necessary, as well as in the field. District employees may choose to work from the office more if they would like.

At times, this position spends as much as 35% of work time out of the office at community events, workshops, work parties and meetings. Employees are provided with necessary TCD-owned equipment to perform their job responsibilities outside of the office.

COMPENSATION AND BENEFITS

\$40,000 - \$48,000, Depending on Qualifications

The TCD observes thirteen (13) paid holidays (including two personal holidays). Employees also accrue sick and vacation leave. The District offers medical, dental, vision and life insurance coverage for employees, with an option to cover 75% of spouse or dependent coverage. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported. Thurston CD employees participate in 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). This position is represented by the Washington Federation of State Employees, AFSCME Council 28. The current Collective Bargaining Agreement can be found here: <https://www.thurstoncd.com/wp-content/uploads/2021/12/Final-Signed-CBA-TCD-2022-2024-1.pdf>

Thurston Conservation District, a non-regulatory government agency, educates and assists the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.

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 one page. Applications will be reviewed upon receipt and interviews may begin prior to the application deadline. The intended start date is January 3, 2023 (TCD Closed for NYD 1/2/23).

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

Applications due: December 5, 2022 by end of day.

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

Please include **Education & Outreach Assistant – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in interning with the
Thurston Conservation District team!**