



Marion Soil and Water Conservation District
338 Hawthorne Ave NE
Salem, OR 97301
503-391-9927

JOB ANNOUNCEMENT

OPEN JUNE 25, 2018 UNTIL FILLED

POSITION TITLE: Natural Resources Educator

ABOUT THE DISTRICT: The Marion Soil and Water Conservation District is one of 45 Conservation Districts in Oregon and is a non-regulatory government agency. We work with residents, landowners, land managers, other organizations and local, state and federal agencies on a voluntary basis to conserve and improve land and water resources. The District is led by a locally elected Board of Directors that sets the policy/direction of the District and a dedicated staff that carries out the activities and programming.

POSITION SUMMARY:

The Natural Resources Educator organizes and presents natural resources and conservation related education programs, classroom and outdoor activities, teacher workshops etc. for youth and adults; develops and organizes adult educational programming, including scheduling and arranging tours, field days, community displays, demonstrations and/or meetings for groups interested in natural resources conservation; and performs a variety of educational and outreach activities.

PRINCIPAL DUTIES:

Education

- Works cooperatively with various organizations within the District in the development and implementation of educational activities, programming and events.
- Creates, coordinates or leads on half and full-day educational events such as Salmon Watch, Yoshikai Outdoor School, Keizer Water Festival, Down by the Riverside, Oregon Garden Homeschool Day etc. and other educational activities related to natural resources, conservation and agriculture for youth.
- Develops topics and workshop presentations; coordinates and hosts workshops in collaboration with staff and external partners. Delivers presentations and recruits/coordinates outside presenters or volunteers.
- Provides adult education instruction or materials in coordination with District technical staff and outside partners such as Chemeketa Community College-Horticulture Program, Corban University-Ag Business Program, OSU Extension, Marion County Farm Bureau, and other Soil and Water Conservation Districts on conservation related topics etc.
- Promotes conservation topics and/or practices, including preparing and distributing newsletters, articles, and informative brochures, developing displays, exhibits, and potential curriculum on conservation, natural resources and agriculture.
- Develops, implements and evaluates area-wide school age and landowner education outreach efforts.
- Identifies, develops, coordinates educational opportunities for underserved populations in the District.
- Coordinates the District's scholarship program in conjunction with other District staff and an outside scholarship entity.
- Identifies innovative programming to improve understanding of agriculture and natural resources literacy throughout district.
- Stays up to date on Statewide Outdoor School Program and assists schools within the District as needed by directing them to additional resources, grants, or partners.
- Coordinates and promotes the District's CLEAR Grant Program.

General Outreach

- Organizes, implements and participates in public events such as Earth Day, Farmers Markets, and other community events, etc.
- Identifies additional methods to reach and engage our constituency.
- Develops a community and outreach partnership list.
- Coordinates most District outreach efforts.
- Contributes regular content to District website and social media including posting public events information. Writes and contributes to newsletters and other targeted mailings.
- Assists in the outreach efforts with new and existing partners (i.e. watershed councils, non-profits, local, state and federal government entities).
- Assists in planning the annual meeting and other public events.
- Represents the District at meetings, such as stormwater education/outreach partnership meetings etc.
- Recruits volunteers to assist with events, educational opportunities, developing materials etc.

ADDITIONAL DUTIES

- Performs other related duties as required.
- Serves on pertinent Advisory Committees, attends meetings, seminars and trainings as required or time permits.
- Assists in preparing grant proposals for funding of projects as needed.
- Completes various office reports including updates and evaluations of programming.
- Perform a wide variety of responsible administrative work.
- Provides general information and assistance to the public.

JOB REQUIREMENTS: KNOWLEDGE, SKILLS AND ABILITIES:

Education

- Bachelor's Degree in Natural Resources, Education or related field and/or equivalent combination of training and experience. A Master's Degree is preferred.

Experience

- A minimum of three-years of experience with the development and/or delivery of educational programs for youth and adults.
- Demonstrated experience developing and implementing educational programs.
- Experience developing partnerships with business, education, natural resource agencies and non-profits.
- Experience preparing news releases, informational packets and displays, and plan and presenting educational programs and workshops.
- Knowledge of natural resources, agriculture, and the ability to apply such knowledge to various projects and programs.

Skills

- Must demonstrate excellent inter-personal, written, oral communication and public speaking skills.
- Proficient in English (oral and written), and ability to prepare written reports and grant proposals accordingly. Proficiency in one or more other languages is highly desired.
- Ability to properly operate a variety of standard office equipment including computers and audio-visual equipment.
- Ability to speak comfortably in front of groups both small and large on conservation related topics.
- Ability to work independently.
- Responsive to customer service inquiries.

- Computer software applications to include databases, spreadsheets, word processing, social media and graphic art programs.
- Ability to work with a wide variety of constituents and topics.
- Strong skills in full suite of Microsoft Office products– Power Point, Excel, Word and Outlook.

Other Requirements

- Possess a valid driver’s license and clean driving record.
- Must pass background check to work with youth.
- Ability to work in a standard office environment and in an outdoor field environment of varying conditions and terrain
- Ability to lift and carry 50 pounds.

COMPENSATION:

- **Hours** – This is a full time exempt position. Normal hours are 40 hours per week, M-F 8:00 -5:00 pm; Flexible schedule may be available. Nighttime and weekend hours occasionally required.
- **Salary** – Negotiable, Depending on Qualifications. Please include salary requirements in the cover letter.
- **Holidays** – There are ten paid holidays provided each year; eligible for one paid personal day each fiscal year following introductory period.
- **Vacation and Sick Leave:**
 Vacation Accrual: Initially, vacation hours accrue at eight (8) hours per month. Vacation may be used after six (6) full calendar months of regular employment. Vacation credit increases after each five years of regular employment.
 Sick Leave: Full-time employees accrue sick leave at the rate of eight (8) hours per month.
- **Other Benefits** – Medical including RX and alternative care, dental, vision, and life insurance premiums are paid by the District. Family medical/dental/vision insurance is available but must be paid for by the employee. 125 Flex-Plan Spending Account, Deferred Compensation and Matching Retirement Plan.

TO APPLY FOR POSITION:

- Please send or submit a complete resume and a cover letter explaining your interest in the position and outline your experience by explaining how it relates to the position. Also include your salary requirements in the letter. Please provide a list with complete contact information for three work-related references and three personal references by email to: office@marionswcd.net.
- If submitting application materials by email, please send one PDF file with all the required information. Also include “Natural Resources Educator Position” in the subject line.
- Application materials may also be mailed or hand delivered to Marion SWCD Attn: Natural Resources Educator Search Committee to 338 Hawthorne Ave NE, Salem, OR 97301.
- Interviews may start the week of July 9, 2018. Individuals should submit application materials as soon as possible. Anticipated start date is August 6, 2018.

EEO/ADA

Marion SWCD is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Marion SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication. Please call the Marion SWCD office at 503-391-9927 at least two (2) working days (48 hours) in advance for assistance.