



*Helping the people of Marion County
conserve natural resources.*

Marion Soil and Water Conservation District (MSWCD) is seeking an experienced, full-time Environmental Education Coordinator to join our team in Stayton, OR.

Candidate Profile

The ideal candidate will be an energetic individual passionate about teaching soil and water conservation. The candidate will have experience developing and implementing education programs and partnerships and working with learners of all ages.

Position Overview

The Environmental Education Coordinator position is a full-time, at-will, exempt position that coordinates a variety of environmental education activities for all ages throughout Marion County. This position is responsible for the community-wide education efforts, creating relevant agricultural, urban and student programs/workshops, contacting highly qualified speakers, organizing timelines for events, marketing, advertising, delivering social media content and campaigns around Marion SWCD's mission.

The Environmental Education Coordinator organizes and leads a variety of programs, including First Fridays, Lunch and Learns, podcasts, Salmon Watch, agricultural focused workshops, urban focused workshops, Home School Day, Saturday Markets and Program Bin in-class and check-out programming for local schools. The position is responsible for coordinating with partners, program development, and administering an internal grant program to support local education efforts.

Marion Soil and Water Conservation District is a non-profit, government agency operating as a special district of Oregon. The MSWCD is overseen by a locally elected board of directors and receives funding through a permanent tax rate. Our staff provide soil and water technical assistance and education to property owners. MSWCD has no regulatory authority but provides advice and consultation to the public.

Minimum Qualifications

- Typically requires a bachelor's degree applied knowledge of specialize program practices.
- Minimum of an associate's degree in an education or natural resources field.

- 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.
- Must be a US citizen or lawful permanent resident able to work in the US, and
- Must be able to operate a motor vehicle with a current Driver's License and an acceptable driving record.

Studies have shown that women and BIPOC (Black, Indigenous, and People of Color) are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Required Skills

- Professional, respectful, and courteous to internal and external clients.
- Experience in the standard concepts, practices, techniques and procedures required to provide effective program delivery.
- Demonstrated experience developing and implementing educational programs.
- Experience developing partnerships with business, educational entities, natural resource agencies and non-profits.
- Experience preparing news releases, informational packets and displays, planning and presenting educational programs and workshops.
- Knowledge of natural resources, agriculture, and the ability to apply such knowledge to various projects and programs across age ranges.
- Knowledge of and expertise in program area.
- Ability to effectively manage daily and yearly logistics for program area.
- Ability to manage program project budgets, partnerships, and reporting.
- Ability to acquire technical expertise as needed for specific project types.
- Performs tasks both independently and as part of a team.

Desired Skills

- Education background or experience as well as classroom/behavioral management skills.
- Grant management experience.
- Project and/or program management experience.
- Ability to either speak, read, or write in Spanish, Russian, or other foreign language.

Compensation

Position pay range is \$54,110-\$63,774. Marion SWCD also offers a generous benefits package including health, dental, and life insurance plans, a flexible spending plan, paid sick, vacation, and holiday pay and retirement through a deferred compensation program. The position is not dependent on grant funding. District employees have been working remotely during the COVID-19 pandemic and this position is eligible for part-time remote work.

Application Process

Applicants for this position should include:

- A cover letter specifically addressing your interest in working for Marion SWCD. Include how you meet the minimum qualifications, specific examples illustrating your fit with the position requirements, and why you are the right person for this position.
- A resume.
- A completed job application form.

Email is the preferred method to receive your information. This position is open until filled.

Please submit application packets to:
Amy Boyd, District Manager
amy.boyd@marionswcd.net

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.