



Job Description

Education and Outreach Coordinator

Title: Education and Outreach Coordinator
Dept.: Technical
Exempt/Nonexempt: Exempt
Reports to: District Manager
Pay Range: 07 - 09
Revised: July 9, 2021

New position Position Change Revised Position Description

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This is a full-time, at will position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District. This position is a source of education and outreach for the public, on natural resource issues. It has no regulatory authority.

Essential Functions/Major Duties:

This position coordinates with District staff and partnering agencies/organizations to design, promote and implement educational and outreach information, activities and meetings for the ecological and economic benefit of individuals and the community.

Specifically the Education and Outreach Coordinator:

- Coordinates the District's youth and adult education/outreach efforts related to workshops, classes, tours, camps, etc. including: brochure development, newsletter, media outreach, registrations, displays, and other related tasks.
- Coordinates and manages all District watershed education events including but not limited to: Forest/Range Day Camp, Southern Oregon Regional Envirothon, Youth and Adult Natural Resource Tours.
 - Associated duties include volunteer recruitment and training; outreach material creation; budget management; and general event management.
- Networks and partners with agencies, organizations, and businesses with related interests on educational activities such as but not limited to: Land Stewards, Salmon Watch, Stream Wise, Middle Rogue Pesticide Stewardship Partnership, and the Bear Creek Fall Fest.
- Promotes special events and provide information on natural resources for agriculture and urban issues for local schools.
- Manages the District Funds program for Community Conservation & Education.
- Corresponds with various media to emphasize and promote the positive impacts the District has accomplished in Jackson County.

- Writes, edits, and/or coordinates the development of District communication materials, including press releases, annual reports, fact sheets, newsletters, brochures, fliers, guidebooks, etc.
Maintain an education budget to accompany the District's Biennial Work Plan.

Secondary Functions:

In conjunction with other staff members, this position provides science based education and outreach to the public, organizations and agencies, pertaining to natural resource opportunities.

Additionally this position:

- May assist the District's Administrative Specialist and Bookkeeper with tracking financial resources and expenditures related to funding of education and outreach projects.
- Works with staff to improve the District's volunteer program and increase participation of all Jackson County citizens.
- May also work on regional and statewide committees that further the mission of the District.
- May be assigned other duties by the District Manager.

Job Scope:

This position is governed by the policies of the District's Personnel Policy Manual, the Strategic Plan and the Biennial Work Plan and acts on behalf of the District Manager who provides guidance and conducts the performance evaluation. Work is accomplished independently with technical guidance available from resource manuals and utilizes approved planning and financial procedures, documents and forms. The work completed by this position significantly impacts the outcome of the natural resource stewardship education and outreach activities for participating landowners and managers.

Supervisory Responsibility:

This position may provide training, daily work assignments, and input for performance evaluations to full, temporary or part time employees under their supervision. This position will also provide guidance on District policies and training to volunteers, specific to their assigned duties.

Interpersonal Contacts:

It is essential that this position maintains effective working relationships with the District staff and partners for effective communication and implementation of natural resource projects and educational events. Communication is in person, via electronic methods and may include presentations to general public.

The ideal candidate will demonstrate:

- High productivity and intrinsic motivation to provide natural resource stewardship opportunities to the general public, agencies, and organizations within the District's boundaries.
- Well-developed and adaptive writing skills for preparing both high-level technical and funding documents, as well as information to be digested by the public.
- Knowledge of SWCD's, city, county, and state and federal agencies/organizations pertaining to management of Oregon's natural resources.
- Ability to work with private landowners and partners to complete projects.
- Skills in marketing, customer service, public speaking, and media relations.

- Skill in facilitation or dealing with conflicts.
- High proficiency with Microsoft Word, Excel, PowerPoint.
- Cultural and social sensitivity and awareness.
- A valid driver license and safe driving record.

Education and/or Experience (including but not limited to):

- Bachelor's degree with major course work in communication, natural sciences, natural resource management, agriculture sciences, agriculture education, or related discipline.
- Demonstrated proficiency in communication skills and technology. Preference for Spanish-language proficiency.
- Demonstrated ability to be an effective member of a team.
- Experience in developing, implementing and monitoring a work plan that achieves the desired results.

Job Conditions:

To perform the duties of this position, this employee must serve as incidental motor vehicle operator.

This position requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies. Additional training and certification will be provided every two years for CPR, AED, and first aid proficiency.

This position involves periodic travel to meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county and state, as well as outside of the state, as needed.

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.