

POSITION DESCRIPTION

Education and Outreach Project Coordinator I

The Education and Outreach Project Coordinator I works under the direct supervision of the Project Coordinator II. This is a regular, full-time benefited position administered through Trinity County Resource Conservation District. This position offers a variety of assigned projects which include education, outreach, marketing, communications, planning and analysis as they relate to natural resources and the mission of the TCRCD. District employees are subject to normal management reviews and serve at the discretion of the Board of Directors.

QUALIFICATIONS:

The ideal candidate will be self-directed and detail-oriented with advanced knowledge of outreach strategies, combined with general knowledge of natural resources and environmental education programs. The ideal candidate will also have the ability to work both independently and as part of a team; and possess strong writing, communication and budgeting skills. A four-year college degree is highly recommended, although exceptional work experience will be considered as a substitute.

Highly qualified candidates will have any combination of education and experience that would provide the following:

1. Proven ability in tracking projects, meeting project deadlines, and managing project budgets.
2. Proven ability in marketing, communications and outreach skill sets, including writing press releases, use of social media and campaign strategy.
3. Knowledge of natural resource management, watershed and environmental issues.
4. Knowledge of environmental education strategies and programs, including environmental education camps.
5. Experience in public outreach, environmental education and event management.
6. Excellent office computer skills including MS Word, Excel, and Publisher.
7. Excellent organizational, verbal and written communication skills.
8. Knowledge and experience working in an office setting.
9. Knowledge of grant writing.

Please address your level of experience in all nine of these areas in an addendum to your resume. If you have little or no experience in any of these areas, please indicate that as well.

Prior to hire a background check, a valid California Driver's License, current auto insurance and a copy of current driving record will be requested.

DUTIES

Subject to the direction of the Project Coordinator II, the Education and Outreach Project Coordinator has the responsibility to:

1. Direct all outreach events through coordination, promotion, planning, and implementation.
2. Work with partnering agencies, councils, and community groups to support the mission of the Trinity County RCD.

3. Coordinate Trinity County RCD's environmental education programs, including curriculum development, camp counselor oversight and volunteer coordination.
4. Track project budgets, timelines and deliverables, including writing quarterly and final reports.
5. Develop new sources of funding through grants, donors and other sources.
6. Maintain files and records according to established systems.
7. Maintain and update social media and electronic communications.
8. Development, writing, revision and distribution of brochures, newsletters, press releases and other outreach materials.
9. Coordinate with District staff in preparation of education and outreach grant proposals.
10. Some weekend and evening hours are required for meetings and events.
11. Perform related duties as requested, which could include writing and updating plans, projects and proposals.

Work Environment

Office work is approximately 70% of the this position with outdoor and event work making up the remaining 30%. The ability to lift event equipment (canopies, tables, boxes, etc.) is necessary several times per year. Events, meetings and camps can take place in all types of weather, but rarely in extreme cold. One overnight trip per year is required in September. Mileage is reimbursed at the federal rate and a well-maintained, reliable personal car with insurance is required for this position.

Benefits: The TCRCDD offers paid medical, vision and dental insurance; 10 paid holidays per year, plus accrued personal time off; contribution to a retirement plan; and a progressive working environment that recognizes the importance of a work/life balance.

Starting Salary Range: \$20.00 - \$23.40

Closing Date: First review will take place December 15, 2017 and posting will remain open until filled.

To Apply: Mail resume, cover letter, and addendum mentioned under qualifications to Trinity County RCD, Attn: Personnel, PO Box 1450, Weaverville, CA 96093; or email to: hr at tcrdd.net with "Education and Outreach" in the subject line; or drop off at our office: 30 Horseshoe Lane, Weaverville, CA.

For More Information: Call 530-623-6004