

POSITION DESCRIPTION

Education and Outreach Assistant

The Education and Outreach Assistant (Education Coordinator/Office Assistant) works under the direct supervision of the Project Coordinator II. This is a regular, benefited position administered through Trinity County Resource Conservation District. District employees are subject to normal management reviews and serve at the discretion of the Board of Directors. Employee must perform effectively in a highly collaborative environment.

QUALIFICATIONS:

General knowledge of outreach strategy and environmental education topics related to watersheds, ability to work independently, strong writing and communication skills. Knowledge of conservation districts, natural resources management and conservation education preferred and general knowledge of office systems. Any combination of education and experience that would provide the following:

1. Knowledge of natural resource management, watershed and environmental issues.
2. Knowledge of environmental education strategies and programs, including environmental education camps.
3. Experience in teaching and/or public outreach and event management.
4. Excellent office computer program and organizational skills.
5. Excellent verbal and written communication skills.
6. Knowledge and experience working in an office setting and tracking projects.
7. Prefer Bachelor or AA Degree in education, environmental sciences or related natural resources field, however job experience may substitute for degree.

DUTIES

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

1. Assist in coordinating District's environmental education program with schools, including lesson development and teaching in association with other District staff.
2. Assist in coordinating, planning, promoting and implementing Weaverville Summer Day Camp and sixth grade Environmental Camp at Bar 717.
3. Support all outreach events through coordination, promotion, planning, and implementation.
4. Maintain files and records according to established systems.
5. Maintain and update social media and electronic communications.
6. Assist in the development, writing, revision and distribution of brochures, newsletters, press releases and other outreach materials.
7. Coordinate with District staff in preparation of education and outreach grant proposals.
8. Perform related duties as requested.
9. Some Saturday hours are required for events.

Salary Range: \$16.27-\$21.41