



**UPPER DESCHUTES**  
WATERSHED COUNCIL

**WE ARE SEEKING AN EDUCATION AND OUTREACH COORDINATOR!**

**Who Are We?**

The Upper Deschutes Watershed Council is a group of dedicated individuals who love rivers and seek to protect and restore rivers and streams in Central Oregon. We are scientists, we are educators, we are thinkers, we are problem-solvers, we are innovative, and we are collaborative. We are a small staff of six with a supportive Board of Directors. Together, we are all committed to our mission to protect and restore the watersheds of the upper Deschutes River through collaborative projects in habitat restoration, watershed education, and long-term monitoring.

**Who Are You?**

You are passionate about the protection of our natural world. You have experience teaching and working with youth and community members in either traditional or non-traditional education settings. You are an excellent communicator with strong skills in both written and verbal communication. You understand the importance of well-crafted educational lessons and inspiring outreach messages for children and adults. You are excited to use your creativity and skills for important work developing engaging communication and outreach materials and content to inform our community and supporters about our work. You are interested in learning new skills and applying new knowledge to education and outreach work.

**What is the Job?**

As the Education and Outreach Coordinator, approximately 70% of your job will be to coordinate and deliver watershed education, stewardship and outreach projects and programs for youth and adults. The other 30% of the job will be creating and delivering communication and fundraising messages in a variety of ways and completing administrative tasks as requested for our watershed council programs.

**What Will You Do?**

This position will support outreach and communications efforts for the whole organization but will work most closely with the Education Director and Executive Director. Working with the Education Director, you will help lead environmental education activities for students from kindergarten through high school and deliver education and stewardship programs for adults and community groups. You also will be empowered to work with both the Executive Director and the Education Director to provide critical support for our communication and fundraising activities. You will be a valued part of our entire organization as you help craft and disseminate widespread communications by managing website content, administering social media accounts, and developing outreach materials for all of our program areas.

## What Will We Do?

We are an Equal Opportunity Employer and on a journey to become a more diverse, equitable and inclusive organization. We will follow a thoughtful and thorough recruitment and hiring process and make sure that you are well-informed about our hiring process and timeline. We are excited for you to join our team! We will provide you with the resources and support you need to be successful in your role as our Education and Outreach Coordinator.

More information about our restoration, monitoring, education, and community stewardship activities can be found at: <https://www.upperdeschuteswatershedcouncil.org/>

Duties will include, but not be limited to:

### **Duties and Responsibilities**

- Coordinate, schedule, and deliver field and classroom-based watershed education activities in a positive learning environment for youth and adults. This includes supporting our youth education program and outreach and education activities targeted for adults and community members;
- Work with the Executive Director and Education Director to meet all educational project schedules, timelines, educational goals, and project deliverables;
- Support our communication efforts by managing website content and administering social media accounts;
- Assist the Executive Director and Education Director in developing outreach materials such as newsletters, annual reports, and other communication materials for community members, Board of Directors, grant funders, and donors;
- Support our fundraising and outreach programs by assisting with planning and implementing events, managing contact lists, researching prospective sponsors and donors, processing donations, preparing fundraising reports, and assisting with donor recognition.

### **Qualifications**

- Bachelor's degree in education, communications, natural resources or related field;
- A minimum of one year of experience in delivering environmental education and/or outreach programs;
- Enthusiasm for educating students outside;
- Strong teaching and/or public speaking skills;
- Experience developing communication materials such as newsletters, reports, or other information;
- Experience managing social media accounts and website content OR willingness to learn these skills;
- Excellent verbal and written communication skills, including experience with public speaking;
- Ability to plan and deliver education and outreach programs independently and as part of a team;
- Background knowledge of key concepts in watershed and environmental education;
- Positive attitude, integrity, and ability to adapt;
- Computer skills including Microsoft office, Adobe, Canva, and inDesign;
- Ability to work in a variety of outdoor conditions, including rugged terrain and inclement weather;
- Ability to traverse uneven terrain while carrying equipment; and
- CPR and First Aid certification within two months of employment.

The qualified candidate will be required to pass a background check prior to employment.

### **Compensation**

This may be a full-time position (40 hours per week) but we will also consider applicants seeking a part-time position (minimum of 30 hours per week on average). During the interview process we will seek to understand

from applicants if they are interested in a full-time or part-time position. Starting salary will range between \$40,000 - \$45,000 as a full-time position. Benefits include paid health insurance, dental and vision insurance, retirement, paid vacation and holidays.

### **Application Submittal**

To apply, please submit:

1. Cover letter
2. Resume
3. Three references

Candidates selected for an interview may be asked to submit additional information such as writing samples.

Please email applications to: [kknight@restorethedeschutes.org](mailto:kknight@restorethedeschutes.org). Email applications must be submitted as follows:

1. Include "Education and Outreach Coordinator" in the subject line of the email.
2. Include the Cover Letter, Resume, and References **combined into a single PDF file** attached to the email.

Applications must be received by **5:00 PM Pacific Time on June 13, 2024**.

Applications that do not meet the stated requirements will not be considered.