



Position Announcement

Education & Outreach Specialist 1

Open Date: Monday, April 29, 2024

Close Date: Monday, May 20, 2024

The Tualatin Soil and Water Conservation District (Tualatin SWCD) is hiring an Education and Outreach Specialist to join the Conservation Education Program. The Specialist will develop and implement outreach efforts and education programming to increase public awareness and understanding of natural resource conservation and to promote Tualatin SWCD's programs and projects.

Application Instructions:

Please submit a current **resume** (maximum two pages), **cover letter** (maximum one page), and **three references** in PDF format. In your resume and cover letter, please highlight your experience in relation to the *Essential Job Duties* listed in the position description below, and in relation to Tualatin SWCD's conservation priorities, which can be found on our website: www.tualatinswcd.org/priorities.

Your application must also include a **work sample** that demonstrates your previous outreach and/or education work. Example work samples include an outreach plan, blog post, video, webpage, fact sheet, outreach activity, etc. The work sample can be provided as an attached file or as a link to digital content.

All application materials are **due by 11:59pm on Monday, May 20, 2024**. Send your completed application materials (mail or email accepted) to:

Kelly Dawes, Director of Finance and Operations
Tualatin Soil and Water Conservation District
7175 NE Evergreen Parkway, Suite 400, Hillsboro, OR 97124
Kelly.dawes@tualatinswcd.org

Equal Employment Opportunity Statement

The Tualatin Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Veterans Preference

Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for Tualatin SWCD positions. If you are a veteran and would like to be considered for veterans' preference for this job, please provide qualifying documents with your application submittal.

Position Announcement

Education and Outreach Specialist

Position Summary:

The Education & Outreach Specialist develops and implements outreach efforts and education programming to increase public awareness and understanding of natural resource conservation, and to promote Tualatin SWCD's programs and projects. The Specialist is responsible for coordinating and delivering workshops, developing and implementing outreach plans and initiatives, and creating educational and outreach materials. This employee works cooperatively with other Tualatin SWCD programs and partner organizations to identify education and outreach needs and opportunities. The person in this position is responsible for accurately representing Tualatin SWCD and effectively communicating its programs and services to partners and the public.

Salary and Benefits:

This position is full time plus benefits. The starting annual salary range is \$46,122 - \$53,040, depending on experience. Medical and dental insurance are available after 60 days. 100% Tualatin SWCD-paid short-term disability, long-term disability, and life insurance are available after 180 days. Tualatin SWCD will contribute 5% of the gross earnings per pay period to a 457(b)-retirement plan after 180 days.

Essential Job Duties:

Communications & Outreach

- Develop and implement outreach plans to educate the Washington County community about natural resource topics and Tualatin SWCD programs. Outreach planning includes identifying audiences, developing key messages, creating materials, implementing outreach activities, and evaluating outcomes.
- Contribute content to communication efforts, including the [Tualatin SWCD](#) website, social media channels, newsletter, and other publications.
- Develop and maintain relationships with community partners and residents.

Educational Workshops & Events

- Coordinate and implement education/outreach events, including workshops, forums, community events, and open houses to improve understanding of natural resource conservation throughout the Washington County community.
- Promote education events to the public using a variety of outreach methods (e.g., media, mailings, community forums, partner meetings, etc.).
- Complete regular reporting about education/outreach events.

Education & Outreach Materials

- Develop written and visual materials to educate about natural resource topics. Materials may include videos, fact sheets, presentations, educational activities and displays, resource guides, etc.

Administrative and Outreach Support

- Provide general information and assistance to the public.

- Provide administrative support.
- Actively participate in and contribute to equity-related efforts.
- Participate in special projects.
- Pursue professional development opportunities.

Experience and Licensure

The following experience and certifications are required to perform the duties of the Specialist position:

- A minimum of two years professional experience related to natural resources, conservation, education, or another related field.
- Applied experience in outreach, education, and/or communications.
- Have (or be able to obtain) a valid Oregon driver's license and clean driving record (clean to be determined by the Tualatin SWCD insurance carrier).

The following experience is preferred to perform the duties of the Specialist position:

- Experience developing outreach strategies and creating outreach or communication materials.
- Experience planning and carrying out educational events, including scheduling, contracting, budgeting, promotion, and delivery.

Knowledge, Skills, and Abilities:

To be successful in this position, an applicant must have the following knowledge, skills, and abilities:

- Ability to establish and maintain positive relationships with community members and partner organizations.
- Strong written and verbal communication skills (email, phone, in-person conversations, written outreach materials, presentations, etc.). Ability to convey technical concepts and information in an easy-to-understand, approachable manner.
- Strong time-management, organization, and project-planning skills.
- Proficiency in Microsoft Office products (i.e., Word, Excel, Outlook, PowerPoint).
- Knowledge of natural resource conservation and/or agriculture, and the ability to apply such knowledge to various projects and programs.
- Ability to plan and present educational programs and workshops and create educational materials.
- Ability to speak comfortably in front of groups on topics of conservation.
- Ability to create digital content for websites and social media outreach.

Additional knowledge and skills that would benefit the person in this role include:

- Proficiency in a language other than English.
- Knowledge of Pacific Northwest natural resource conservation topics.
- Familiarity with Washington County, Oregon communities.
- Proficiency in graphic design programs (e.g., Adobe InDesign, Adobe Illustrator, Canva), website management (e.g., WordPress), and/or video editing programs (e.g., Adobe Premier).