



Job Description – Youth Education Coordinator

Posted: May 17, 2021

Application deadline: June 7, 2021, position open until filled

Location: Eugene-Springfield (Expected work in project sites and communities within the Middle Fork Willamette Watershed and throughout the Upper Willamette Basin)

Status: Hourly, non-exempt position (1.0 FTE, 40 hours/week)

Pay: \$21-24/hour, dependent on experience

Benefits: Health insurance plan (including medical, vision, and dental), paid time off, parenting leave, & 403(b) retirement plan company contribution after 1 year

Desired start date: July 1, 2021 (with flexibility)

Our Commitment to Diversity, Equity, and Inclusion

We believe that diversity, equity and inclusion (DEI) is essential to the success of the Middle Fork Willamette Watershed Council. We recognize that we are working within an inherited system built and founded on colonization and systemic racism. This system does not benefit everyone equally, so we are committed to doing the work of DEI every day. We strive to build relationships and understanding by connecting to communities, which include Indigenous peoples, People of Color, and different socio-economic groups. We believe that these relationships will build co-created values, beliefs, ideas, & leadership that will help the watershed & communities become more resilient and able to adapt to changing environments.

Position summary

The Middle Fork Willamette Watershed Council (MFWWC) seeks a compassionate, skilled, dynamic individual to join our team as a Youth Education Coordinator. The Youth Education Coordinator works both independently and collaboratively with MFWWC staff and community partners to plan and implement environmental education within the rural and urban communities of the southern Willamette Valley. Through our environmental education program, we strive to forge lasting relationships with students, educators, volunteers, and partners. Our goal is to provide opportunities for youth to cultivate their curiosity, foster connections with public lands and build a desire to steward the environment where we live. This position includes planning and implementing environmental education programs as well as playing a key role in coordinating between various administrators, teachers, community partners, and agencies as part of a regionally focused education program across the southern Willamette Valley. While the youth education program has been at the MFWWC for over a decade, this is an opportunity to work with local communities and partners to creatively re-imagine an effective and meaningful, regional education program.

Key Attributes of a Successful Candidate

- Ability to work collaboratively, co-creating quality environmental education opportunities for youth
- Experience building and maintaining authentic relationships with community members, students, and partners as well as working with youth, students, and volunteers in an outdoor setting
- A personal and professional commitment to diversity, equity, and inclusion, including exploration of power and privilege, and a willingness to self-reflect and experience discomfort in difficult and transformative conversations

- Ability to adapt and think strategically to plan and execute both short and long term timelines
- Strong communication skills and a commitment to organization, including effective facilitation of virtual and in-person meetings, planning, filing, note taking, maintaining supplies
- Enthusiasm for learning natural and cultural history, valuing science and Indigenous knowledge, and understanding our local fauna and flora

Duties and responsibilities

- Collaborate with other MFWWC staff to foster a cohesive space and create interdisciplinary programming
- Work with educators and community partners to develop air quality educational materials for [Oakridge Air](#) initiative and collaborate with MFWWC's Community Engagement Coordinator to provide outreach opportunities
- Lead and facilitate the [Upper Willamette Stewardship Network](#) regional education program in collaboration with Network partners and staff
- Build and maintain lasting relationships with educators, students, volunteers, and community partners
- Plan and coordinate an environmental education program that aligns with the education standards of local teachers and provides students with meaningful connections to the outdoors
- Support teachers and school districts by providing activities, materials, and outdoor experiences
- Further develop the vision and goals of the program through collaborative input from staff, committees and students
- Support the program through identifying funding opportunities, fundraising and grant writing
- Coordinate and plan Youth Education Committee quarterly meetings

Desired Qualifications

- Previous professional training in diversity, equity, and inclusion
- Experience in coordinating complex programs and projects. Environmental education focuses preferred
- Experience in non-profit fundraising and grant writing strongly desired
- Experience working in a collaborative context and associated communication skills
- Position requires sitting, typing, standing, carrying up to 40 pounds, walking over uneven terrain, and working in inclement weather
- Ability to learn computer applications quickly or familiarity with programs such as Microsoft Word, Excel, PowerPoint, Zoom, Google Suite, and Dropbox
- Valid Oregon driver's license, reliable personal transportation (travel reimbursed at State of Oregon rates), and willingness to occasionally work early mornings, evenings, and weekends
- Wilderness First Aid certification or similar outdoor safety awareness strongly desired

We believe that white supremacy culture disproportionately impacts the most marginalized people in society — including Black people, Indigenous people, People of Color, people from working class backgrounds, women and LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

To Apply

- Please submit a cover letter, resume, and three references via email to dov@middleforkwillamette.org. In your cover letter, please describe your lived and professional experience with coordinating environmental education programs as well as your experience advancing diversity, equity, and inclusion
- Incomplete applications will not be accepted

- All emails - both application submittals and questions regarding the position - should have: "Youth
- Education Coordinator - applicant last name" in the subject line