



## Job Description – Education Project Coordinator

**Posted:** February 13, 2023

**Application deadline:** March 10, 2023, position open until filled

**Location:** Eugene-Springfield (Expected work in the Middle Fork Willamette and Upper Willamette watersheds)

**Status:** Salaried, exempt position (1.0 FTE, 40 hours/week)

**Pay:** \$41,000-\$44,000/year, dependent on experience

**Benefits:** Health insurance plan (including medical and dental), paid time off, 10 paid Floating Holidays, unpaid parenting leave, & 403(b) retirement plan company contribution after 1 year

**Desired start date:** May 1, 2023 (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 seeks a compassionate, skilled, dynamic individual to join our team as an Education Project Coordinator. The Education Project Coordinator will support and assist the Education Program Manager with program development, field activities, and curriculum development. Environmental education program areas include: wildlife, habitat surveys, water quality, salmon, native vegetation, and wildfire. The Education Project Coordinator will create immersive hands-on activities to cultivate student's curiosity, foster connections with public lands and build a desire to steward the environment where we live. This position reports to the Education Program Manager as part of the collaborative Regional Education Team. The Education Project Coordinator will plan and implement environmental education programs, play a key role in coordinating between various administrators, teachers, community partners, and agencies as part of a regionally focused education program across the Upper Willamette region which includes the Middle Fork Willamette, Coast Fork Willamette, McKenzie River, and Long Tom watersheds.

### Key Attributes of a Successful Candidate

- Ability to work collaboratively, co-creating quality and inclusive environmental education opportunities for youth
- Experience networking across multiple government and nongovernment organizations, coordinating with partners, and working with youth
- A personal and/or 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, ability to coordinate with partners and volunteers, and comfort with virtual and in person meetings
- Enthusiasm for learning natural and cultural history, valuing science and Indigenous knowledge, learning through holistic methods, and an understanding of our local fauna and flora

### **Duties and responsibilities**

- Work alongside the Education Program Manager to foster a cohesive space and create interdisciplinary programming
- Build and maintain lasting relationships with educators, students, volunteers, and community partners
- Plan and coordinate environmental education activities 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 work with the Education Program Manager and Regional Education Team
- Support the program through identifying funding opportunities, fundraising and grant writing
- Create and implement activities that support a variety of learning and physical needs for 4th-12th grade
- Facilitate activities in a variety of outdoor settings including streams, trails, uneven terrain, and restoration sites

### **Desired Qualifications**

- Previous professional training or life experience 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
- 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

*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 and resume in pdf format to Executive Director Dov Weinman at [dov@middleforkwillamette.org](mailto:dov@middleforkwillamette.org). In your cover letter, please describe lived and professional experience in youth education, program development, and advancing diversity, equity and inclusion. All emails and application

materials should have “Education Project Coordinator - applicant last name” in the subject line.

The first review of applications will begin on March 10th. A first round of virtual interviews for qualified candidates will take place during the weeks of March 27th and April 3rd. Our hiring team may request references or a second round of interviews as needed. We strive for equitable hiring practices, including using the same rating system and interview questions for all candidates, providing interview questions in advance, and considering a wide range of experiences to meet qualifications.