

Position Description

Employee Name:	Job Title: Education & Outreach Manager
Employee Type: Regular	FTE: 1.0 (40 hours/week)
Annual Rate: Grade 11 Starting at \$69,107.00 (DOE) Salary range: \$69,107.00 - \$89,835.00	Supervisor: Director
FLSA Status: Exempt	FLSA Exemption: Administrative
Effective Date:	Date of Last Revision: November 2023

Position Summary:

The Education and Outreach Manager oversees and serves as the lead for the Palouse Conservation District (PCD) Education and Outreach Program. The Education and Outreach Manager is responsible for development and implementation of education and outreach initiatives that promote the role, mission, and goals of the District and its programs.

Essential to this position is: 1) being familiar with local conservation issues, resource concerns, and conservation needs, 2) maintaining relationships and partnerships with other agencies, 3) identifying conservation education needs and opportunities, 4) writing grant proposals to fund those opportunities, 5) administering District grants, 6) coordinating projects, and 7) implementing programs, events and activities. It is the responsibility of the Education and Outreach Manager to ensure that grant provisions are met including completion of scope of work and all supporting legal requirements, tracking grants (tasks and financial), writing reports, and keeping the Director and Board of Supervisors informed of grant and program status.

The Education and Outreach Manager recruits, leads and supervises the Education & Outreach Program team consisting of District staff, AmeriCorps Member(s), volunteers, and/or interns. The position will identify conservation education needs and opportunities and develop education programs and projects that address those needs; plan, organize, and coordinate educational lessons for youth, landowners, and the general public; plan, organize, and coordinate public events; develop effective communication and marketing materials; and assist other staff in carrying out miscellaneous grant or contract-related tasks as part of the District's annual plan of work.

The goal of the Education and Outreach Manager is to develop and sustain an Education and Outreach program that increases community awareness of local natural resource conservation needs to help encourage a conservation ethic within the community. Outcomes of successful program administration include: education and outreach programs that enhance community engagement (K-12, college, and general community); increased public input into the District's planning processes; increased awareness of the District's programs (including availability of technical and financial assistance); and increased conservation practice implementation.

Position Qualifications:

<p>Required Qualifications: The education, experience and skills necessary to perform adequately in the position.</p>	<p>Master’s Degree (MS/MA) in Natural Resources, Environmental Sciences or Studies, Education, Marketing, Communications or a related field. Qualifying experience may substitute year-for-year for the education requirement.</p> <p>Three (3) years of supervisory experience, program management, grant/contract/agreement review and administration, budget development, deliverable tracking, maintaining program requirements, record keeping and reporting.</p> <p>Excellent communication skills in working with private landowners in a non-regulatory environment.</p> <p>Knowledge and experience with natural resource education and outreach.</p> <p>Knowledge of designing, implementing, and analyzing outcomes for efficient and effective education and outreach programs.</p> <p>Experience designing and developing print and/or online outreach material.</p> <p>Good understanding of local and regional conservation issues, resource concerns, and conservation needs.</p> <p>Ability to communicate effectively both verbally and in writing.</p> <p>Experience with Microsoft Suite (Word, Publisher, Excel, PowerPoint, etc.).</p> <p>Valid, unrestricted driver’s license.</p>
<p>Preferred Qualifications: The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.</p>	<p>A certificate in Environmental Education.</p> <p>Curriculum development adhering to Washington State Science and Learning Standards (WSSLS).</p> <p>Five (5) years of supervisory/program management, budget management and funding development experience.</p>

	<p>Strong writing skills and grant writing experience.</p> <p>Experience with Smartsheet.</p> <p>Experience with Adobe Creative Suite.</p> <p>Experience with various media platforms including video, audio, podcast, social, etc.</p> <p>Professional knowledge of policies and practices of Conservation Districts.</p> <p>Knowledge of or experience in budget management and record keeping.</p> <p>Knowledge of or experience maintaining program records and writing reports.</p>
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Job Duties:

% of Time	Essential Function	Job Function	Duties
30%	Yes	Education Program and District Information Oversight	<p>Develop, promote, and implement formal and informal curricula for adult and youth programming in diverse educational settings.</p> <p>Coordinate District natural resource conservation education programs for adult and youth audiences, including:</p> <ul style="list-style-type: none"> - Youth conservation education in field-day settings - Conservation workshops for agricultural producers and livestock owners - Peer-to-peer conservation agriculture and riparian mentoring - Conservation tours - Workshops on emerging resource conservation topics - Topics may include: <ul style="list-style-type: none"> o Water quality, soil health, and wildlife habitat o Non-Point and Point Source Pollution o Conservation Agriculture o Riparian Restoration o Habitat Restoration o Livestock Management o Stormwater o Salmon Recovery o Backyard wildlife and pollinator habitat conservation

			<p>Plan and/or teach workshops attended by professional educators.</p> <p>Support efforts to increase producer to producer networks for dissemination of conservation knowledge.</p>
30%	Yes	Outreach Development	<p>Oversee the development and implementation of community outreach strategies including the preparation of all District educational/outreach materials.</p> <p>Coordinate general District outreach, including:</p> <ul style="list-style-type: none"> - District Annual Report - District newsletter - Technical publications - Website - Social media - Volunteer events - Workshops or information sessions - Project tours - District presence at local events <p>Coordinate and attend District sponsored events as required, including weeknight and weekend field or venue events.</p> <p>Coordinate, develop, and maintain partnerships with residents, communities, businesses and organizations to implement environmental management strategies.</p> <p>Develop, coordinate and implement events that include scheduling, sponsorship, and marketing components for District sponsored events.</p> <p>Conduct surveys to identify project opportunities and public education/outreach needs.</p> <p>Serve as the communication liaison on behalf of the District to the public and media.</p>
20%	Yes	Program Administration	<p>Seek and secure on-going stable funding for education and outreach programs and services identified in the Annual Plan of Work and Long-Range Plan of Work through various avenues including grant writing.</p> <p>Perform grant research, writing, reporting, administration and management.</p> <p>Track grant deliverables, deadlines, and reporting.</p>

			<p>Ensure all education and outreach projects and grants are successfully implemented on time, within budget, and in accordance with grant contract terms and agency requirements.</p> <p>Maintain and improve relations with funding sources to support future financial awards for District programs and services related education and outreach.</p> <p>Represent the District, as directed, at local and regional meetings that may affect the Board and/or District programs.</p> <p>Serve on statewide committees as related to conservation education, outreach, communication, and marketing.</p> <p>Attend program coordination meetings.</p> <p>Complete and track annual salary allocations for staff.</p> <p>Compile monthly, quarterly, and annual program updates for the director and the board of supervisors.</p>
15%	Yes	Supervision	<p>Supervise Education and Outreach program staff position(s).</p> <p>Coordinate and supervise AmeriCorps members and interns.</p> <p>Coordinate and supervise the District volunteer program.</p> <p>Assist with developing policies for AmeriCorps, intern, and volunteer programs.</p> <p>Develop Education and Outreach Program procedures.</p>
5%	No	Other	Performs other related duties as required

Knowledge, Skills, Abilities or Competencies:

Knowledge of or experience in principles, practices and skills that support planning and/or facilitating educational programming and/or public engagement events.

Experience with natural resource education and outreach.

Experience with formal and informal delivery of natural resource education lessons.

Experience with natural resource education curriculum design.

Experience working with youth and/or adult audiences.

Demonstrated ability to work and communicate effectively with diverse groups and individuals.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying, if necessary.

Skill in carrying out clearly defined procedures.

Demonstrated computer software skills, including the ability to use website management and office software, such as databases, spreadsheets, word processing, and desktop publishing.

Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.

Knowledge of the District strategic plan, mission, structure, resources, policies and procedures.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues in a timely manner.

Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies.

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD’s ever-changing and fast paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.

Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Up to 40lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Up to 40lbs.

Indicate the rate in which this position will be required to:	
Bend:	Occasionally
Twist	Occasionally
Squat	Occasionally
Climb	Occasionally
Kneel/Crawl	Occasionally
Reach/Reach Overhead	Occasionally
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Occasionally
Basic Life Functions:	Hear See Speak Stand Walk
Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	N/A
Work Setting: Indicate the work setting the duties are performed in.	Office Environment Classroom Field
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	Occasionally
Fumes/Odors/Mists/Dusts:	N/A
Confined Areas/Spaces:	N/A
Extreme Sounds/Noises/Vibrations:	N/A
Potential Hazards Exposure	N/A
Other Working Conditions:	N/A

Equipment Utilized:

Desktop computer literacy, to include proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Publisher), Adobe applications (Acrobat Pro, Illustrator, Photoshop, InDesign), Internet, and various other software applications used within the district for operations, administration and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

Small hand tools and small power tools.

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: _____
(Print Please)

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Director of PCD Signature: _____ **Date:** _____