



SCD 528 91st Ave NE, Ste A, Lake Stevens, WA 98258-2538
Phone 425-335-5634, ext 7001 FAX 425-335-5024 Website: www.snohomishcd.org

JOB ANNOUNCEMENT

Outreach Assistant

TERMS:

1-year contract, part-time hourly (not to exceed 30 hrs/week), with benefits.
Opportunity for extension, pending available funding.
Salary: \$14-\$22 per hour, depending on experience
Start date: April 15, 2015
Deadline to apply: March 11, 2015 at 4:00pm

Snohomish Conservation District announces a position opening for an Outreach Assistant in their Lake Stevens, Washington office. The Outreach Assistant supports an active and on-going education and outreach program that reaches farm and rural landowners, engages the public at events, and produces quality publications and products. The assistant primarily works with District staff to implement existing programs and help develop new outreach materials and strategies. The programs are geared towards landowners (urban, rural, agricultural, etc.) who reside within the boundaries of the Snohomish Conservation District, which includes most of Snohomish County and Camano Island. This position will assist with promoting District programs, organizing and helping to facilitate events, developing content and media, and supporting other projects as needed.

Qualifications:

This position requires a background in education, public outreach, event planning and/or community building. An Associate's or Bachelor's degree in a compatible field of study from an accredited institution is preferred although this can be substituted with work experience. Related fields can include: education, marketing, public relations, or journalism. Candidates with proficiency in any or all of the following are encouraged to apply: Adobe Creative Suite, Wordpress, MS Office, Access, videography, and social media. Candidates with an environmental or agricultural background strongly preferred. A WA State Driver's License is required, as is the ability to pass a background check.

Duties:

The Outreach Assistant will work under the direction of the Community Engagement Program Manager to implement program deliverables. The assistant will primarily work with the District's Habitat Restoration and Farm programs to develop and implement outreach programs to landowners in rural areas. Job responsibilities include: coordinating events; production of promotional material, Web content and media announcements; marketing and outreach to diverse groups; and support to other District programs. Weekend and evening work will be required at times.

To apply for this position:

Applicants must provide a cover letter, completed application form (available from the conservation district office or website), a resume, and contact information for three professional references.

Applications must be received at the Snohomish Conservation District office **on or before 4:00 pm, March 11, 2015**. FAX or EMAIL applications received by the deadline will be accepted if followed by a hard copy. Post-marked applications shall not be considered a substitute for the above requirement. Applicants may be subject to a background check.

For more information, contact Kate Riley at 425.377.7004.

An application can be found at www.snohomishcd.org under Employment.

Please submit the packet to:

Snohomish Conservation District
Attention: Kate Riley
528 – 91st Ave. NE., Ste. A
Lake Stevens, WA 98258

Or via email to kate@snohomishcd.org
www.snohomishcd.org
425-335-5634 ext 7004