



# Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

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## Position Description

**Title:** Conservation Educator

**Introduction** The person in this position is responsible for implementing education and outreach programs that promote the conservation of natural resources in Okanogan County

**Duties & Responsibilities**

1. Promote, schedule, and present K-12 science enrichment programs on water quality and other natural resource topics that highlight conservation principles and behaviors.
2. Implement incentive-based water quality education programs for community members.
3. Schedule and conduct public outreach at various events such as local farmers' markets, fairs, and other community venues in order to promote Okanogan Conservation District programs and services.
4. Assist with content development and management for Okanogan CD newsletter, social media, website, and other online platforms.
5. Maintain and replenish education equipment and supplies.
6. Document all completed deliverables (such as number of student participants, photos, and video) needed for project reports. Maintain accurate records regarding time-keeping and authorized expenses.
7. Attend occasional to frequent evening and weekend events or meetings.
8. Perform all duties and actions in a safe and healthful manner which reflects favorably on the Okanogan Conservation District.
9. Develop a working knowledge of land uses and conservation activities within Okanogan County and North Central Washington.

10. Work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
11. Perform other duties as assigned by supervisor.
12. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Okanogan Conservation District.

**Supervision**

The person in this position is under the direct supervision of the District Manager. Additional assignments may be given by other District staff or District Supervisors. Conflicts in assignments will be resolved by the District Manager.

**Position Requirements**

**This position requires the following skills:**

1. Bachelor's degree in natural resources, education, communication, or closely related fields. Experience may be substituted year for year for education.
2. Experience leading science and/or conservation education programs in K-12 classrooms.
3. Experience writing, editing, and formatting content for newsletters, social media, and websites.
4. Demonstrated ability to form relationships and work collaboratively with teachers, school administrators, and conservation partners.
5. Strong self-starter work ethic, capable of working independently, efficiently, and ethically, including ability to organize and plan own schedule of activities related to work goals and objectives.
6. Excellent oral, written, and graphic communication skills.
7. Ability to convey conservation principles to a wide range of ages and audiences.
8. Ability to use independent judgment in the development, coordination, and implementation of conservation education programs, communicating District activities to customers, and other functions of the position.
9. Highly proficient in Microsoft Office software, desktop publishing, and social media platforms.
10. Willingness to take direction from and able to support colleagues and partner agencies with projects.
11. Ability to use a range of audio-visual equipment to effectively deliver presentations and convey conservation messages.

12. Physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying heavy loads of equipment and/or materials in excess of fifty (50) pounds.
13. Have or obtain and maintain a valid Washington State Driver's License and be able to safely operate a motor vehicle.

**The following are highly desired:**

14. Five or more years of work experience in conservation education, general education, natural resource management, public relations, or similar field.
15. Knowledge of a broad range of soil, water, plant, and wildlife conservation principles, techniques, methods and practices to apply and install conservation systems, which involve complex and diverse agricultural and other land uses.
16. English/Spanish bilingual abilities.

**Compensation**

The incumbent will be paid \$12.00 - \$17.00 per hour. This position may receive leave, medical, and retirement benefits as outlined in the employee appointment letter. Terms of compensation and benefits are set by and may be amended at any time by the Board of Supervisors.