



## **Nisqually River Foundation**

### **Nisqually River Education Project Program Coordinator**

This position will work closely with the Nisqually River Education Project Program Director and will assist in delivering the programs of the NREP. The position has the lead responsibility for coordinating the Water Quality Monitoring Program, which serves 450 students with in-class and field-based experiences. This position also manages volunteer outreach, training, and events in partnership with other watershed organizations (Nisqually Land Trust, Nisqually Indian Tribe, and others) working on citizen science, monitoring, and environmental recovery projects. This is a full-time position with occasional weekend and evening work required.

#### **Duties:**

Coordinate K-12 Water Quality Monitoring Program (lead):

- Recruit and train teachers and volunteers
- Coordinate field trips, including scheduling with schools and landowners for site access
- Maintain and update water quality database, website, maps
- Provide curriculum and resources to teachers
- Work with AmeriCorps member on in-class lessons and field trips
- Coordinate annual Student GREEN Congress event, including recruiting and training volunteers, presenters, and teachers and preparing student tools
- Inventory and maintain supplies

Support Nisqually Stream Stewards Volunteer Program:

- Work with partners to schedule, publicize, and coordinate volunteer events for Nisqually Stream Stewards and Nisqually River Education Project programs
- Maintain volunteer website and social media pages, including event announcements, photos, and blog posts
- Maintain volunteer contact lists and serve as primary point of contact for volunteers
- Work with NREP Director to coordinate Nisqually Stream Stewards volunteer training program
- Track volunteer hours and participation for internal and external reporting

Assist with Nisqually River Education Project programs:

Habitat restoration, salmon nutrient enhancement, Eye On Nature field investigations, Nearshore field studies, Summer Institute for Teachers

- Lead field trips and teach hands-on ecology lessons
- Co-lead teacher and volunteer workshops
- Support grant writing and reporting needs
- Support publicity and outreach for NREP programs
- Provide logistical support for events including setting up venues, tools/supplies, and refreshments

Assist in additional NRF Programs:

Nisqually Watershed Festival, Nisqually River Council meetings, monthly blog posts, Thurston ECO Network meetings, community tabling and outreach

## Qualifications

### Required Experience:

- Environmental education and/or science field work
- Microsoft Suite, Google Suite
- Bachelor's degree or equivalent life experience
- Working outdoors with groups of children
- Valid driver's license and transportation
- Ability to pass a background check
- Ability to work with people of diverse backgrounds
- Ability to lift 25 pounds
- Availability to work occasional evenings and weekends (1-2 times per month)
- Strong and effective communicator, both written and verbal, with excellent interpersonal skills.
- Ability to work independently, as well as maintain a positive working relationship with partners and other staff.
- Perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
- Strong attention to detail and follow-through

### Desired Experience:

- Grant research, development, and implementation
- Website maintenance
- Graphic design experience
- Volunteer coordination
- Work with tribal communities
- Outreach and social media experience
- Experience using contact management applications

### How to Apply:

Submit a cover letter, resume, and three references to [sheila@nisquallyriver.org](mailto:sheila@nisquallyriver.org) by 5pm March 2, 2020

### Starting Salary and Benefits:

\$30,000-\$33,000 plus fully paid medical/dental, 10 paid holidays, and 10 vacation days

### Questions?

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