



**Posted:** June 28, 2019  
**Closing date:** July 18, 2019

## Position Description

**Title:** Youth Education Coordinator  
**Location:** Dexter, OR  
**Status:** Hourly, non-exempt position, (0.5 FTE, 20 hours per week to start, with opportunity for growth)  
**Pay:** Range: \$18-21/hour  
**Benefits:** Health insurance stipend, PTO, & 403(b) plan after 1 year  
**Start date:** September 1<sup>st</sup>, 2019

### Position Summary

The Middle Fork Willamette Watershed Council (MFWWC) seeks an enthusiastic, skilled, dynamic individual to join our team as a Youth Education Coordinator. The Youth Education Coordinator works both independently and with Council staff and partners to implement watershed science education with local public schools. Our place-based outdoor education program works to connect youth to MFWWC restoration projects with a commitment to providing equitable pathways to careers in the natural resource management field. Staff collaboration, support and mentorship opportunities available with MFWWC Restoration Projects Manager.

### About Us

The Middle Fork Willamette Watershed Council (MFWWC) is a 501c3 non-profit organization with a volunteer-based partnership of diverse watershed stakeholders whose mission is to work with communities for a healthy Middle Fork Willamette Watershed. From abundant rivers and lakes, to the many trails that weave between them, the watershed contains rich and diverse ecosystems with limitless opportunities to connect local communities to these abundant natural resources. Our three programs- education, habitat restoration, and community engagement- work collaboratively to strengthen our ability to create meaningful opportunities for the communities we serve to engage with the watershed. We are committed to deepening our understanding of diverse cultural groups through fostering authentic, mutually beneficial relationships. The MFWWC is a partner locally in the Rivers to Ridges Partnership ([www.rivers2ridges.org](http://www.rivers2ridges.org)) and Upper Willamette Stewardship Network, and regionally in the Willamette River Initiative ([www.willametteinitiative.org](http://www.willametteinitiative.org)). Our office is located at the beautiful Elijah Bristow State Park in Dexter, Oregon.

## **Primary Responsibilities**

- Provide teachers with curriculum, materials and staff/volunteer support needed to offer classroom and field-based watershed education to their students;
- Reinforce classroom-based learning with field trips, service learning, and participation in restoration projects in collaboration with volunteers, community partners, and teachers;
- Coordinate volunteers & partners to support watershed education for students grades 3-6;
- Plan, coordinate, and oversee 6<sup>th</sup> grade Outdoor School programs;
- Provide coordination, program design, and lesson/field trip delivery with high school students, including development of Career Technical Education (CTE) programs;
- Coordinate and attend Youth Education Committee meetings quarterly;
- Administer program evaluations with students and teachers;
- Support development of program funding opportunities;
- Coordinate with other local natural resource management organizations to identify opportunities for funding, collaboration, resource sharing, and efficiency.

## **Desired Qualifications / Attributes**

- Minimum two years' experience in program coordination
- Experience with mentoring middle and high school student in natural resource subjects
- Knowledge of science/natural resources and hydrology of the region
- Ability to mentor students and volunteers outdoors, occasionally in inclement weather
- Project management skills including project planning, budgeting, and reporting
- Good multi-tasker, strong attention to detail, able to adapt to teachers' needs
- Commitment to advancing understanding of diversity, equity, and inclusion- both personally and in alignment with the MFWWC Equity Engagement Strategy Plan
- Ability to communicate with socially and politically diverse audiences
- Ability to leverage partner resources (time, materials, etc.) for program implementation
- Ability to work at a desk for long periods of time
- Computer proficiency including Microsoft Word, Excel and PowerPoint
- Valid Oregon driver's license, reliable personal transportation, and willingness to occasionally work early mornings, evenings, and weekends
- Wilderness First Aid certification or similar outdoor safety awareness

## **To Apply**

- Please submit a cover letter, resume, and three references (single pdf) via email to [sarah@middleforkwillamette.org](mailto:sarah@middleforkwillamette.org).
- All application materials must be received by 5:00pm on the closing date.
- Late or incomplete applications will not be accepted.
- **All emails - both application submittals and questions regarding the position - must have: "Youth Education Coordinator - applicant last name" in the subject line.**

*Middle Fork Willamette Watershed Council is an Equal Opportunity Employer.*