

RESOURCE CONSERVATION DISTRICT

Ventura County

Position Description

Conservation Education & Outreach Coordinator

Salary Range: \$49,080 - \$62,820

Full Benefits included. Described below.

The Conservation Education & Outreach Coordinator is the education and outreach coordinator for the Ventura County Resource Conservation District (RCD), reporting to the Executive Director. The Conservation Education & Outreach Coordinator is responsible for coordinating with the public, environmental organizations, schools, and municipalities to promote the RCD and develop partnerships and future funding opportunities. The Coordinator is also responsible for carrying out or assisting project managers with their required education and outreach roles on current and future projects.

Responsibilities:

- Work with other staff to carry out and develop conservation education obligations and goals.
- Perform and take lead on outreach and education aspects of current and future grant programs.
- Administer and supervise educational activities and events.
- Identify additional methods to reach and engage the community.
- Design, update and contribute to RCD Newsletters and other targeted messages.
- Development of a community and outreach partnership database.
- Plan and coordinate RCD outreach efforts.
- Manage and contribute regular content to the RCD website and social media including posting public events information and other relevant information.
- Assist in the outreach efforts with new and existing partners.
- Seek ways to expand conservation education and outreach opportunities for the RCD via grants, partnerships and programs.
- Manage grant programs related to education and outreach.
- Photograph or arrange photography or videography for RCD events, work and activities as needed or requested.
- Deliver presentations and recruit/coordinate with outside presenters as necessary.
- Coordinate the District's educational activities including development of educational materials, website maintenance, and education related press releases.
- Communicate with various groups, including the public, schools, media and others as necessary.
- Actively seek funding sources and grants that continue and maintain the work of the RCD.
- Explore new sources of funding and apply for funding.

PO Box 147 - 3380 Somis Road Somis CA 93066 - 805-386-4489

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- Create opportunities for new educational services to be provided by the RCD.
- Work in field on current and future grants as requested.
- Ability to work with diverse staff and stakeholders.
- Other administrative tasks as required or requested.
- Ability to lift and carry 20 lbs.
- Work and coordinate volunteer outreach events for environmental restorations and similar projects that may occur on weekends.

Required qualifications:

- Bachelor's Degree in Education, Environmental Science, Natural Resources or related field.
- Experience in communications, environmental or conservation education and outreach.
- Experience in organizing events
- Experience in developing educational materials
- Proficient in use of Microsoft Office Suite, internet research, and general administrative skills
- Excellent verbal and written communication skills

Desirable Qualifications:

- Experience or knowledge of working with GIS.
- Bilingual – Spanish preferred but not required.

Additional Information:

Full-time

Up to 40 hours per week

Salary range: \$49,080 - \$62,820 depending on experience

Benefits: Health, retirement. RCD provides unemployment, ETT, workman's compensation, Social Security, Medicare at the going rate. (State Disability (SDI) paid by employee)

Mileage: If a District vehicle is not available, mileage will be paid at the current Federal rate. Must have a clean DMV record and be willing to drive a work truck (Tacoma 4x4)

For any additional questions please contact the Executive Director, Debra Gillis at debragillis@sbcglobal.net. Please submit resumes to Debra Gillis at debragillis@sbcglobal.net

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District Background:

VCRCDD is a Special District of the State of California within Ventura County, based in Somis, and is governed by a nine-member Board of Directors. The District is responsible for the direction of programs related to the conservation and wise use of soil, water, and related natural resources in Ventura County. The District is a member of the California Association of Resource Conservation Districts.

This description is intended to be generic in nature. It is not intended to determine the specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

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