OUTREACH AND WATERSHED EDUCATION ASSISTANT

SUMMARY: The Outreach and Watershed Education Assistant works under the supervision of the Executive Director and plans, coordinates and implements the Conservancy’s education and outreach programs.

RESPONSIBILITIES:

Education Program:

1. Plan and coordinate programs designed to encourage watershed stewardship, develop academic skills, and introduce families and students to nature. Review existing education modules for consistency with Conservancy’s mission.
2. Recruit and coordinate volunteers to assist with Conservancy’s watershed education program, and assist in delivering the program to teach watershed conservation and restoration. Assists with volunteer development and training for the education program, as needed. This program includes school-focused programs, workshops, and special events.
3. Develop, teach and maintain developmentally appropriate, hands-on curriculum that can be adapted for distinct age groups and educational levels, including elementary and secondary education.
4. Coordinate visiting groups, recruit and oversee volunteers and staff for the education program.
5. Assist Outreach and Watershed Education Coordinator with video development (flow, filming, editing, presenting before video) of watershed education and other Conservancy content. Assists with live-stream events.

Outreach Program:

1. Conduct outreach and recruitment to schools, organizations, community groups, and general public to promote the education program.
2. Assists updating the web site and other social media accounts, in coordination with other staff.
3. Plan, coordinate, and assist with Conservancy special events such as night walks, special celebrations, or fundraising socials.
4. Coordinates with other staff for volunteer recruitment, training, scheduling, and volunteer appreciation tasks such as highlighting volunteers on our Facebook page.
5. Develop and maintain exhibits for the Visitor Center and the Information Kiosk.

General Administration:

1. Assists in writing grants to support the education program and outreach activities.
2. Works with Outreach and Watershed Education Coordinator to manage program budget in cooperation with Executive Director and Financial Manager.
3. Assist other staff people as needed and support all projects and programs as requested.
4. Attend staff meetings
5. Special projects as they come up.

Board Meeting Preparation:

1. Attend Board of Directors meetings and other meetings as requested by the Executive Director.

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