



January 2, 2018

Outreach & Education Coordinator Job Posting

Job Title: Outreach & Education Coordinator

Location: Lacey, WA

Application Deadline: Open until filled – applications will be reviewed beginning February 20, 2018.

Capitol Land Trust, established in 1987, conserves natural areas and working lands in south Puget Sound and the Chehalis River basin covering four Washington counties. Our 2020 Strategic Plan sets forth ambitious goals for protecting marine shorelines, rivers and their connected forests, rare prairie habitats, and working farms, forests, and ranches. It also sets forth ambitious goals to more deeply engage the communities where we work with a specific strategy to increase community connection and support through hands-on engagement with Capitol Land Trust properties and activities.

We recently protected a 100-acre landscape of diverse natural habitat including a mile of Puget Sound shoreline, established second-growth forest, extensive marine shoreline, unique tidal lagoon, an historic homestead, and ancient Native American shellfish middens. This property will be the home of our Inspiring Kids Preserve, serving Thurston County students and families with a vast area to learn through hands-on activities, refresh themselves and explore. Our goal is to develop this preserve into the go-to place for outdoor STEM learning in south Puget Sound.

Capitol Land Trust seeks an Outreach & Education Coordinator to further expand and implement our outreach and education program, which will increase the public's exposure to our unique natural environment, connect students to hands-on learning on our preserves and build broad support for our mission within the community. The primary roles of this position include developing and implementing student education programs, planning and delivering recreational activities, and communicating with members and the public about these opportunities.

Our commitment to community conservation means we work with diverse partners including natural resource industries, non-profit organizations, schools, and federal, state, local, and tribal governments. Partnerships with other organizations will be key to reaching all the diverse members of our community, so the successful candidate will have strong relationship building and collaboration skills and a commitment to diversity, equity and inclusion. People of color, Native Americans, and veterans are strongly encouraged to apply. This position will also be responsible for telling our stories to the community at large through a variety of mediums, so strong communication skills will also be very important.

Duties & Responsibilities:

- Develop strong, mutually beneficial relationships with other organizations that result in our community being more engaged with, and enjoying the benefits of, our conserved lands.
- Coordinate and lead our existing outdoor STEM student education program at Bayshore Preserve with the Shelton School District, including the recruitment and training of outdoor education volunteers.
- Expand our student education program, including partnership engagement, curriculum development, and field trip coordination to serve Olympia, Tumwater and North Thurston students.
- Support implementation of the Inspiring Kids Preserve vision through partner engagement and education programming and nature play development.
- Manage our volunteer program.
- Plan and implement our Outdoor Exploration Series, an annual recreational event series designed to give the community access to our conserved lands.
- Write our monthly e-newsletter *The Heron* and generate content for our website, Facebook page, and printed newsletter, in alignment with the organization's Communications Plan.
- Engage with the community at large to learn how we can better serve our community's needs and find opportunities to partner with others to achieve our shared goals.

Minimum Qualifications:

- Two to five years relevant work experience – may include community building, communications, environmental education, project management, volunteer coordination.
- An undergraduate degree in a related field, such as communications or environmental education, or comparable professional training and experience.
- Possess a high level of emotional intelligence, confidence, and competency when working with people to collaborate and build trust.
- Excellent communication skills, including written, graphic, verbal and listening.
- Enthusiasm and talent for telling stories and engaging diverse audiences.
- Commitment to the principles of diversity, equity and inclusion.
- Able to work evenings and weekends, as needed.
- Physically able to traverse through uneven terrain in all weather conditions.
- Valid driver's license

Desired Qualifications:

- Strong writing abilities, especially writing outreach/marketing materials and grant proposals.
- Experience with a variety of platforms including: WordPress, Facebook, InDesign, Little Green Light and other graphics, word processing, and presentation creation/editing applications.

- Proven success in developing new and diverse partnerships.
- Reliable vehicle.
- Knowledge of southwest Washington flora, fauna, culture and geography.

Salary and Benefits:

Capitol Land Trust offers a competitive salary, comprehensive benefits package and a supportive and positive work environment with opportunities for professional development. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Capitol Land Trust pays 100% of health and dental insurance for full time employees and contributes to a retirement plan. We value work/life balance and can accommodate a flexible schedule. This is an equal opportunity, full-time, exempt, position located in Lacey, WA.

Application Instructions:

For consideration, please email your resume, list of potential references, and cover letter with relevant experience to Quita Terrell, quita@capitolandtrust.org. The position is open until filled. **Applications will be reviewed starting February 20, 2018.**