



January 31, 2023

Outreach and Education Coordinator Job Posting

Job Title: Outreach and Education Coordinator

Salary: \$39,500 - \$43,000

FLSA Status: Permanent full-time

Reports To: Community Engagement Manager

Location: Olympia, WA

Application Deadline: Open until filled – applications will be reviewed starting Feb 13th, 2023.

Capitol Land Trust (CLT) is seeking an **Outreach and Education Coordinator** to implement and further expand outreach and education offerings on Capitol Land Trust's conserved lands.

Responsibilities include developing, implementing and supporting student education programs, stewardship work parties, nature exploration activities, and communication efforts with CLT members and the public. 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 with a commitment to diversity, equity and inclusion.

Capitol Land Trust is seeking a team-oriented candidate who is passionate about working with youth in the field and who demonstrates strong planning and group facilitation skills. This role is ideal for an outgoing, dynamic, and organized individual with a drive to connect people to the natural world. The right candidate will have field experience leading environmental education programs and a passion for learning and growing within the organization.

CLT has a culture of positivity, empathy, and gratitude that is shared by its staff and board members. Giving staff the tools and support they need to be successful is prioritized and self-care is encouraged. The successful candidate must be willing to relocate to the greater Olympia area.

DUTIES & RESPONSIBILITIES:

- Coordinate and implement hands-on student education programs on CLT preserves, including partnership engagement, curriculum development, and logistics to serve K-12 students in Thurston and Mason counties.
- Recruit and train outdoor education volunteers to support programming and increase capacity for youth programming on CLT preserves.
- Develop strong, mutually beneficial education focused relationships with other organizations that result in our community being more engaged with, and enjoying the benefits of, CLT conserved lands.
- Support efforts to partner with job-creation programs such as AmeriCorps and Northwest Youth Corps and inspire the next generation of conservation leaders.
- Assist in planning and implementing experiences on CLT's conserved lands that are tailored to people with a variety of interests, abilities, and knowledge of the outdoors.

- Contribute to the continued development of interpretive tools, such as signs, interactive maps, and learning stations, for visitors to use at public-access preserves.
- Create and deliver content that supports the organization's annual communications and outreach objectives.
- Help to track the effectiveness of various of programs and communications and implement course corrections as required.
- Support implementation of CLT's public-access preserve vision through programming, partner collaboration, education programming and nature play development.
- Be familiar with and adhere to Capitol Land Trust's policies and procedures and foster a work environment characterized by integrity, collaboration, listening and continuous improvement.
- Engage in other duties as assigned.

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, environmental science, or environmental education, or comparable professional training and experience.
- A strong desire to further Capitol Land Trust's goals and mission.
- 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.
- Demonstrated ability to organize projects and see them through to completion.
- Possess a high level of emotional intelligence, confidence, and competency when working with people to collaborate and build trust.
- Ability to work independently and be self-directed, while also working collaboratively and effectively as part of a team, both as leader and member.
- Physically able to traverse through uneven terrain in all weather conditions.
- Valid Washington State driver's license (or ability to acquire) and access to a reliable vehicle.

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.
- Knowledge of Western Washington flora, fauna, culture and geography.
- Bilingual abilities a plus.
- Ability to work under pressure with ease and humor.

BENEFITS:

Capitol Land Trust offers a 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, vision 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 position located in Olympia, WA.

APPLICATION INSTRUCTIONS:

For consideration, please email your resume and cover letter with relevant experience as a single pdf to Mary Birchem, Mary@CapitolLandTrust.org. Include “Outreach and Education Coordinator” in subject line. **Applications will be reviewed starting February 13, 2023.** The position is open until filled.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION

Capitol Land Trust is requiring its employees to receive the COVID-19 vaccination. As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 Vaccination as part of the hire process. Requests for medical and religious exemptions will be considered.

ABOUT CAPITOL LAND TRUST:

Capitol Land Trust, established in 1987, conserves vital natural areas and working lands in the South Puget Sound and Chehalis River watersheds, for their ecological and community benefits. Our 2021-2025 Strategic Plan sets forth ambitious goals for protecting marine shorelines, wetlands, rivers and their connected forests, and working lands. It also sets forth ambitious goals to more deeply engage the communities where we work by increasing community connection and support through hands-on engagement with Capitol Land Trust properties and activities.

ORGANIZATION VALUES:

Recognizing and respecting diverse values and interests, we identify common ground and shared community goals, make the most of limited funding, solve problems, and build partnerships to accomplish these goals. Our work adheres to high standards indicated by our national accreditation by the Land Trust Accreditation Commission. We continually strive to maintain and improve effectiveness, efficiency and accountability. These aspirations are built on a foundation of organizational values, which include:

- *Listening* – We genuinely listen to each other, valuing different opinions. Over the next five years, we know that we cannot grow and improve without feedback from our members and greater community. As we take on new projects and develop new partnerships, listening with intention and sincerity and receiving feedback and suggestions with grace will be a vital part of our success.
- *Continuous improvement* – We offer and seek personal and professional development to advance our skills and stay current with trends in conservation.
- *Integrity* – We act with honesty, transparency, fairness and respect in all aspects of our operations.
- *Collaboration* – We actively seek diverse partners and perspectives as we develop programs and projects. This collaboration includes communities that have not traditionally been part of the conversation.
- *Commitment to Diversity, Equity and Inclusion* - We are committed to creating an equitable and inclusive work environment. Diverse candidates are encouraged to apply for this position. We are an Equal Opportunity Employer.
- *Strategic investment* – We use our broad expertise to make the most strategic investments of CLT’s time and money, looking for conservation projects which have lasting impact.
- *Stewardship* - We steward these places and partner in our communities so these conserved landscapes can endure, supported by generations of conservation leadership and hard work.