



Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B, Napa, CA 94559

PHONE: 707-252-4188 FAX: 707-252-4219 WEB: www.naparcd.org

JOB OPENING **Education Coordinator**

The Napa County Resource Conservation District (RCD) is seeking an energetic, organized and creative person to serve as an Education Coordinator. The Coordinator, working with the District Manager and other staff, is responsible for developing and carrying out education programs for the community, including adults and children, and will work collaboratively with other staff as well as citizen groups and other agencies. The Coordinator will also help identify funding needs and potential sources to support education programs and will establish project budgets and be responsible for project implementation and evaluation.

General Responsibilities

Typical responsibilities may include, but are not limited to:

- Participating in the development and implementation of educational and outreach programs that further the RCDs mission, including the RCD Speaker Program and creek clean-up events.
- Developing education and outreach materials and presentations for RCD Programs and projects in collaboration with RCD staff and other partners, including an annual calendar and quarterly newsletters.
- Developing and managing education/outreach/volunteer projects, including associated budgets and deliverables.
- Assisting with the coordination and facilitation of watershed/community group meetings.
- Assisting in the preparation of grant applications.
- Maintaining positive working relationships with RCD co-workers, community-based organizations and other local, State, and Federal resource agencies.
- Assisting with other RCD events, projects, and programs as necessary.

Desired Qualifications

This is a full-time position that requires a cluster of different skills. Prominent among them is the ability to work with people in a non-judgmental way, but organizational skills, an aptitude for design, and scientific training are also important. The ideal candidate will combine strong “people” skills with a general knowledge of ecology, and artistic/design abilities. The candidate should also have:

- A Bachelors Degree in environmental studies, watershed management, natural sciences or related field and a minimum of 2 years working experience in environmental education/outreach.
- Excellent organizational skills. Ability to set priorities, manage time, work under pressure and manage multiple projects effectively.
- Excellent communication skills, verbal and written. Ability to work well independently with a minimum amount of supervision and an ability to work collaboratively with a diverse group of co-workers, participants, and partners.
- Competency with current computer technologies, including Outlook, Word, Excel, the Internet.
- Demonstrated ability to develop outreach materials using PageMaker or other design software.
- Experience with web design.
- Demonstrated ability to present information to groups of people and/or facilitate community meetings.
- Commitment to the mission and goals of the RCD.

Conditions of Work

The position is full-time, grant-based, and currently funded for a period of 12 months with an excellent possibility of continued employment depending upon availability of funding. RCD full-time employees receive sick leave, vacation, CalPERS retirement benefits, an employer-paid health insurance plan, dental insurance, and access to a voluntary deferred compensation program. Work and/or office hours are generally from 8 a.m. to 5 p.m.; however the Education Coordinator will be required to attend occasional evening and/or weekend events. The work of the Coordinator is usually in an office setting; however some field work and walking is required when on tours or when coordinating field activities such as creek clean-up's and other events. Compensation will be commensurate with education and experience.

To Apply

The position is open until filled. Please send a letter of interest (stating your interest in the position and what you can contribute) and resume with at least three references to:

Leigh Sharp, District Manager

Email: leigh@naparcd.org

Fax: 707-252-4219

Or

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