

Job Posting: Environmental Education and Outreach Coordinator

Applications accepted until Friday, March 25 at 4:30pm

Please submit resume, cover letter, and three references to Molly Allard at mallard.nricd@gmail.com

Northern RI Conservation District (NRICD) is seeking an individual to develop and lead environmental education programs relating to water quality protection within the Scituate Reservoir watershed in Providence County, RI, as well as coordinate existing education activities such as the annual Poster Contest and Water Festival with an emphasis on nonpoint source pollution reduction and stormwater impact reduction. Must be able to coordinate well and maintain strong relationships with existing and new partners, including municipal staff, agency staff, teachers, and school districts. The Coordinator will contribute to curriculum development and program delivery of high-quality environmental education experiences for multiple audiences. NRICD is seeking an individual who will maintain existing programming and relationships while also bringing fresh ideas and leadership to the organization.

What are the Rhode Island Conservation Districts?

Rhode Island's Conservation Districts are not for profit, quasi-public organizations that serve local communities and work on various projects to ensure natural resource conservation and sustainability. Rhode Island has three Districts located in the Northern, Southern and Eastern parts of the state, and these Districts work intimately and cooperatively on statewide projects. Many of the projects that the Conservation Districts work on are in partnership with local governments, land trusts, conservation commissions, RI Department of Environmental Management and the US Department of Agriculture Natural Resource Conservation Service.

Rhode Island's Conservation Districts are governed by RI State Laws, and the work accomplished by the organizations are directed by locally elected boards of directors and associate directors. The mission of the Conservation Districts is to *promote and achieve a healthy environment and sustainable use of natural resources for the people of the state of Rhode Island, now and for the future, by coordinating partners to provide technical, educational and financial resources.*

Position Summary:

Job Duties:

- Prepare for and lead environmental education and adult outreach programs relating to Scituate Reservoir watershed to audiences including elementary students, high school students, and adult area residents.
- Collaborate with external partners to capitalize on collective resources.
- Work directly with area schools, agencies, nonprofits, and others to promote and coordinate programs.
- Assist in the documentation and evaluation of all programs.
- Coordinate annual events such as the NRICD Seedling Sale, the Joint Conservation Annual Dinner, and the Scituate Reservoir Education Program Water Festival.
- Create educational materials to support the missions of the Scituate Reservoir Watershed Education Program and NRICD using desktop publishing tools such as Adobe suite, Canva, and/or Microsoft Publisher.

- Provide administrative and logistical support (scheduling, equipment management, etc.) for NRICD education and outreach programming.
- Other duties as assigned

Preferred Skills/Experience/Qualifications:

- Bachelor's degree in environmental education, environmental science, biology, or education with some environmental focus.
- Prior experience in environmental education or formal education.
- Possess a dynamic personality, energy and enthusiasm for the position.
- Exhibit a desire to learn about Providence Water and its role in managing the Scituate Reservoir, Scituate Reservoir watershed water quality issues, and how improvements to water quality are achieved through working with many external partners.
- Ability to take initiative and work independently in achieving positive outcomes.
- A high degree of flexibility and ability to adapt to changing situations.
- Awareness of the concepts of culturally relevant education and diversity, equity, and inclusion.
- Awareness of the concepts of nonpoint source pollution and stormwater management.
- The ability to teach students and adults in a creative and enthusiastic manner.
- Working knowledge of Microsoft and Google Suites, including Word and PowerPoint.
- Working knowledge of desktop publishing tools such as Adobe suite, Canva, and/or Microsoft Publisher
- Willingness to complete a background check

Physical Demands:

- Physical mobility: sitting, standing, walking, bending, kneeling, lifting/carrying up to 50 pounds.
- Ability to work outside in variable weather conditions.

Scope of Work

Actual work schedule is negotiable, with an average of 28 hours of work/week; daytime hours required, along with occasional weekend and evening availability. Exact schedule work may vary week to week. Mileage will be compensated at federal rates for field work.

Location of work:

Base location: Northern RI Conservation District, 2283 Hartford Avenue, Johnston, RI 02919. Field visits will be required throughout the state. Some work may be done remotely with supervisory approval. Mileage will be reimbursed to/from site visit locations. Valid driver's license, a good driving record and **reliable transportation a must.**

Hourly pay rate: starts at \$19.00-\$21.00, commensurate with experience. Sick time, annual leave, and a QSEHRA health program offered at completion of 90-day probationary period.

Position Status: Part time temporary position. Grant funding has been secured for one year. There is potential for additional grant funding.

Supervisory Relationships:

This position is under the direct supervision of the District Manager. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Board of Directors, following the Conservation District Policy Handbook.

Northern RI Conservation District is an equal-opportunity organization. Applicants of all racial, ethnic, religious, gender identities, disability, veteran, and marital statuses are strongly encouraged to apply.