

## **Job Posting: Outreach and Education Assistant**

**Applications accepted until Monday, April 20 at 4:30 pm, or until filled**

**Please submit resume and cover letter to Molly Allard at [mallard.nricd@gmail.com](mailto:mallard.nricd@gmail.com). Applicants selected to interview will be asked to provide three references and samples of previous work.**

Northern RI Conservation District (NRICD) is seeking an individual to conduct environmental education and outreach tasks in support of its various conservation programs. The ideal individual will have professional or personal experience with presenting K-12 environmental education programming, professional or personal experience with event planning and management, a good attention to detail, and a passion for supporting natural resources conservation. Must be comfortable with phone, email, and messenger/text communication and enjoy communicating with program partners, coworkers, and the general public. The assistant will independently conduct in-class and on-site K-12 educational programming under the direction of the Outreach and Education Program Manager, and will also assist with and/or independently conduct educational workshops targeted toward the general public, as well as assist the Outreach and Education Program Manager and District Manager with administrative tasks as needed.

### **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.*

### **Responsibilities:**

- Conduct in-classroom and in-field educational programming for elementary school students as part of the Scituate Reservoir watershed educational program
- Assist with and sometimes conduct in-classroom and in-field educational programming for secondary school students as part of the Scituate Reservoir watershed educational program
- Assist with the planning, coordination, and implementation of the Urban Growers Leadership Program (UGLP) educational series for youth and adults
- Work with contracted translation and interpretation providers to notify speakers of multiple languages about UGLP programming
- Prepare educational materials for translation and graphic design using Microsoft and Adobe products

- Prepare translated materials for finalization and distribution to program participants using Microsoft and Adobe products
- Create and send quarterly educational mailing to Scituate Reservoir watershed residents
- Represent NRICD at tabling events throughout Rhode Island, including on evenings and weekends at least four times per quarter
- Assist managerial staff with invoicing and reporting and associated paperwork
- Assist with preparation of mailings, reports, communications, etc. for District Manager and Program staff
- Other duties as assigned

**Preferred Skills/Experience/Qualifications:**

- Associate's degree in communications, education, environmental science, or a related field. NRICD is willing to consider candidates with other educational backgrounds for this position; please explain in your cover letter why you would be a good fit.
- Prior experience in environmental, nonformal, or formal education.
- Possess a dynamic personality, energy and enthusiasm for the position.
- Willingness to communicate with program participants and partners by all methods, **including phone**.
- Exhibit an interest in/willingness to learn about agriculture, water quality, soil health, forestry, and other natural resources topics.
- Ability to take initiative and work independently in achieving positive outcomes.
- A high degree of flexibility and ability to adapt to changing situations.
- A strong attention to detail.
- Strong writing ability.
- Working knowledge of Microsoft and Google Suites, including Word and Excel, or ability to quickly acquire this knowledge.
- Working knowledge of desktop publishing tools such as Adobe suite, Canva, and/or Microsoft Publisher, or ability to quickly acquire this knowledge.
- Willingness to complete a background check

**Physical Demands:**

- Physical mobility: sitting, standing, walking on uneven ground, bending, kneeling, lifting/carrying up to 20 pounds.
- Ability to work outside in variable weather conditions (this work will be occasional and limited to periodic special outdoor events)

**Scope of Work:** This is a 40-hour per week hybrid position. The selected candidate will work in-office in Johnston, RI for 24 hours per week, and may telework for the remaining 16 hours per week. Some in-person hours will be conducted on site at schools and educational venues, and candidate must have flexibility regarding the scheduling of these programs. Exact schedule can be determined upon hire in consultation with the supervisor, but should adhere roughly to a standard office workday (ie 8-4, 9-5, or 10-6).

**Location of work:** Base location: Northern RI Conservation District, 2283 Hartford Avenue, Johnston, RI 02919. Occasional visits to other locations will be required. Mileage will be reimbursed to/from site visit locations. Valid driver's license, a good driving record and reliable transportation or the ability to obtain such transportation throughout the state as needed are required.

**Hourly pay rate:** starts at \$24.57/hour, paid as a salary nonexempt position with an expectation of 40 hours of work per week. A \$300/month QSEHRA health benefit is offered from date of hire. Paid time off (vacation, federal holidays and sick) and access to a Simple IRA with 3% employer match are available after a 90 day probationary period.

**Position Status:** Full time temporary position. Grant funding has been secured for one year, and extension is possible if further funding is secured. Employment is contingent upon the receipt of grant funding as awarded.

**Supervisory Relationships:** This position is under the direct supervision of the Outreach and Education Program Manager, who reports to 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 District Manager and Board of Directors, following the Conservation District Policy Handbook.

**Hiring Process:** We will confirm receipt of your application by email once received; please allow 24-48 hours for receipt confirmation. Approximately 3 candidates will be contacted by May 1 to interview with the District Manager, staff, and members of the Board. These candidates will be requested to bring contact information for three references, a writing sample, and any examples of previous education work that they wish to share (for work, school, or a hobby/recreation). In person interviews are preferred but Zoom interviews may be arranged for candidates currently outside of the area who are willing to relocate. A second round of interviews may be conducted if necessary. We anticipate the position being filled by June 1, 2026 at the latest. If you would like to check on the status of your application, please contact [mallard.nricd@gmail.com](mailto:mallard.nricd@gmail.com) by email and allow 24-48 hours for response.

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.