

# Education & Outreach Manager

## Position Summary

The Education and Outreach Manager oversees and serves as the lead for the Palouse Conservation District (PCD) Education and Outreach Program. The Education and Outreach Manager is responsible for development and implementation of education and outreach initiatives that promote the role, mission, and goals of the District and its programs.

Essential to this position is: 1) being familiar with local conservation issues, resource concerns, and conservation needs, 2) maintaining relationships and partnerships with other agencies, 3) identifying conservation education needs and opportunities, 4) writing grant proposals to fund those opportunities, 5) administering District grants, 6) coordinating projects, and 7) implementing programs, events and activities. It is the responsibility of the Education and Outreach Manager to ensure that grant provisions are met including completion of scope of work and all supporting legal requirements, tracking grants (tasks and financial), writing reports, and keeping the Director and Board of Supervisors informed of grant and program status.

The Education and Outreach Manager recruits, leads and supervises the Education & Outreach Program team consisting of District staff, AmeriCorps Member(s), volunteers, and/or interns. The position will identify conservation education needs and opportunities and develop education programs and projects that address those needs; plan, organize, and coordinate educational lessons for youth, landowners, and the general public; plan, organize, and coordinate public events; develop effective communication and marketing materials; and assist other staff in carrying out miscellaneous grant or contract-related tasks as part of the District's annual plan of work.

The goal of the Education and Outreach Manager is to develop and sustain an Education and Outreach program that increases community awareness of local natural resource conservation needs to help encourage a conservation ethic within the community. Outcomes of successful program administration include: education and outreach programs that enhance community engagement (K-12, college, and general community); increased public input into the District's planning processes; increased awareness of the District's programs (including availability of technical and financial assistance); and increased conservation practice implementation.

## Position Details

FTE: Full Time (40 hours/week)  
Compensation: Grade 11 | Starting at \$69,107.00 (DOE)  
Salary range: \$69,107.00 - \$89,835.00  
Position Type: Regular (benefit eligible)

## Required Qualifications

- Master's Degree (MS/MA) in Natural Resources, Environmental Sciences or Studies, Education, Marketing, Communications or a related field. Qualifying experience may substitute year-for-year for the education requirement.
- Three (3) years of supervisory experience, program management, grant/contract/agreement review and administration, budget development, deliverable tracking, maintaining program requirements, record keeping and reporting.
- Excellent communication skills in working with private landowners in a non-regulatory environment.

- Knowledge and experience with natural resource education and outreach.
- Knowledge of designing, implementing, and analyzing outcomes for efficient and effective education and outreach programs.
- Experience designing and developing print and/or online outreach material.
- Good understanding of local and regional conservation issues, resource concerns, and conservation needs.
- Ability to communicate effectively both verbally and in writing.  
Experience with Microsoft Suite (Word, Publisher, Excel, PowerPoint, etc.).

Valid, unrestricted driver's license.

### Preferred Qualifications

- A certificate in Environmental Education.
- Curriculum development adhering to Washington State Science and Learning Standards (WSSLS).
- Five (5) years of supervisory/program management, budget management and funding development experience.
- Strong writing skills and grant writing experience.
- Experience with Smartsheet.
- Experience with Adobe Creative Suite.
- Experience with various media platforms including video, audio, podcast, social, etc.
- Professional knowledge of policies and practices of Conservation Districts.
- Knowledge of or experience in budget management and record keeping.  
Knowledge of or experience maintaining program records and writing reports.

### Application Instructions

To apply, please click the link [here](#).

Please be prepared to submit a letter of interest a resume and three (3) professional references by Friday, November 17, 2023. Applications will not be accepted after this date. Applications that do not include both a letter of interest and a resume will not be considered. Palouse Conservation District is an equal opportunity employer.

### Position Description

To view a full position description, please click the link [here](#).