



## *Outreach & Education Coordinator*

**Position Title:** Outreach and Education Coordinator

**Employment Status:** Full Time, Salaried

**Reports to:** Watershed Center Executive Director

**Office Location:** 6800 Nimbus Road, Longmont, CO 80503

**Salary Range:** \$37,327- \$62,211

### **Background Information**

Since 2005, [Left Hand Watershed Center](#) (formerly Lefthand Watershed Oversight Group) has worked to protect and restore watersheds for people and the environment using a collaborative and science-based approach. While we continue to maintain our roots in the Left Hand Watershed, we expanded our geographic scope and [services](#) to the greater St. Vrain Basin in 2019. With this external growth, we now need to grow our internal staff capacity to accommodate the increased demand for our community, river, forest, and adaptive management services. If selected, you will be joining a team of three dynamic and supportive staff members, who are led by a diverse board of passionate stakeholders. Existing staff have strong backgrounds in watershed planning, science, and management and are excited to collaborate with a new staff member that can help lead science-based community outreach and education projects and services.

### **General Position Description**

Under the general direction of the Executive Director, serve as outreach and education coordinator for the Watershed Center's community projects and services. The coordinator is responsible for carrying out tasks relating to organizing, developing, and overseeing community projects and services such as volunteer stewardship events, citizen science projects, watershed outreach and education, K-12 and community education programs, community events, and other tasks as assigned by the Executive Director. The coordinator will also carry out operational tasks such as volunteer tracking and reporting, donor tracking and stewardship, grant writing, and program evaluation.

The position requires over three years of professional working experience in the fields of education, community engagement, and outreach. The position will require a passion for working with the community and building relationships. Knowledge of watershed management, forest health and restoration, and the local watershed is desired. In addition, we are looking for a highly organized and motivated self-starter with excellent written and oral communication, interpersonal, and networking skills.

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### **Tasks**

#### **Primary tasks include, but are not limited to, the following:**

- Serve as lead coordinator for community projects and services. This includes but is not limited to:
  - Planning, implementing, and overseeing volunteering stewardship and community science projects and events;
  - Volunteer recruitment, advertisement, outreach, and follow up communication;
  - Preparing community outreach and communications plans;
  - Developing community outreach and engagement/marketing materials;
  - Planning and preparing social media content;
- Serve as lead coordinator for [Front Range Watershed Days](#) annual event. Planning event logistics, tours, schedule, and partnership coordination. Act as lead chair of the event steering committee;
- Serve as the lead coordinator for Watershed Center's K-12 education partnerships, partnering with local schools, co-creating watershed science curriculum and activities with local schools and in coordination with Watershed Center's staff scientists;
- Prepare grant applications related to fund the Watershed Center's community services;
- Develop monthly newsletters in coordination with other Watershed Center staff;
- Lead forest health outreach activities and community events;
- Represent the Watershed Center at community meetings, partner meetings, and networking events;
- Carryout partnership building and organizational tasks as assigned by the Executive Director such as:
  - Developing and implementing a donor stewardship plan in collaboration with Executive Director;
  - Cultivating and building relationships with individual donors and funding partners;
  - Maintaining and updating a landowner database, volunteer database, and donor database;
  - Developing and implementing program evaluation tools;
  - Preparing meeting minutes at meetings;
  - Contributing to ensuring compliance with grant requirements and organizational policies;
- Other tasks as assigned by the Executive Director.

### **Desired Qualifications**

- Bachelor's or Master's Degree and over three years' experience working in a professional environment or equivalent. A background in communications, education,



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outreach, and community engagement is desired. Understanding of watershed science and forest restoration concepts is preferred.

- Enthusiastic, community-oriented individual, with a passion for connecting community to their watersheds.
- Ability to translate technical information for diverse audiences.
- Experience and skills using a variety of outreach tools including social media, websites, mailers, events, and more.
- Excellent skills in interpersonal relationships, organizational effectiveness, and community outreach.
- Well organized, self-starter, detail-oriented, and adaptable with the ability to manage both routine and complex tasks simultaneously.
- Familiarity with community outreach and engagement techniques for diverse audiences, and K-12 Colorado environmental education standards.
- Experience or interest in working with and leading volunteers in data collection and/or stewardship activities.
- Ability to prepare meeting materials and presentations and assist in facilitating meetings.
- Excellent writing, presentation, and public relations skills.
- Ability to work independently, establish work priorities and manage time effectively.
- A valid Colorado Driver's License and ability to pass background check including a good driving record. Must have own vehicle, mileage reimbursement available.

### **Working Conditions**

Work is performed inside and outside both day and night, under varying and extreme weather conditions, and could include frequent driving of employee's personal vehicle. Field conditions will include steep, unstable terrain, proximity to fast-moving water, proximity to highway traffic, and typical conditions associated with travel in the foothills and plains of the Rocky Mountain region. Work may include working weekends. Work includes but is not limited to exposure to sun, noise, dust, fumes, smoke, gases, and oils, moving vehicles, lifting and carrying up to 50 pounds, bending, stooping, squatting, crawling, kneeling, pulling, pushing, reaching overhead and above shoulders, use of both hand and fingers, climbing stairs and ladders, walking, standing, and sitting for extended periods of time. Coordination of eyes, hands, legs, and body is needed. Must have correctable near and far vision, ability to hear, speak, and write. Work also includes the ability to understand and follow oral and written instructions, and the ability to utilize communication equipment.



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Left Hand Watershed Center is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.

### **Salary and Position Details:**

Full-time salaried position, annual salary will be in the range of \$37,327- \$62,211 depending on skills and experience. Benefits for full time employees include paid vacation and sick time, an IRA with 3% company match. The position is currently a remote-work position. Computer and basic office supplies will be provided. Outdoor meetings expected to occur on a weekly basis. Office space is expected to become available in 2022, although remote work is also an option.

### **To Apply:**

Please email your cover letter and resume combined into a single PDF labeled Lastname\_Firstname\_2021 to: [applywatershedcenter@gmail.com](mailto:applywatershedcenter@gmail.com) by March 1st for priority consideration. The position will remain open until filled. The cover letter should clearly demonstrate the applicants' ability to fulfill the stated duties and meet the qualifications of the position. The ideal candidate will begin employment by late March or early April 2021.