



JOB OPENING: Natural Resource Education and Outreach Assistant

Introduction

The Fairbanks Soil & Water Conservation District (FSWCD) is an outreach and technical assistance organization whose mission is to serve its cooperators, private landowners, and all citizens of the district by promoting wise development and conservation of natural resources.

This position will assist with the management of natural resource education programs and educational grant projects at FSWCD. Programs of relevance include the summer Youth for Habitat program with middle school participants in collaboration with US Fish and Wildlife Service, the Fairbanks North Star Borough School District's After School Program, and FSWCD/Stroecker Foundation outreach and program coordination, as well as assist with Project WET and Agriculture in the Classroom workshops, and general public outreach and events. In addition, this position will be responsible for and/or collaborate with other FSWCD staff on grant writing for new and existing programs.

Duties and Responsibilities

1. Coordinate and manage Fairbanks Youth for Habitat Program during the summer months (April-August). Responsibilities specific to this program include:
 - a) Manage program logistics and safety, including scheduling, transportation, emergency, and standard operating procedures, permitting, staff training, and participant activities.
 - b) Maintain program documentation and financial management, including grant applications with state and federal grantors, program reporting, and budgeting.
 - c) Manage daily and annual program operations to meet program performance metrics and grantor guidelines.
 - d) Hire and train seasonal program staff, manage volunteers and partners, and interview, hire, and supervise participants.
 - e) Plan and implement technical projects such as streambank restoration, green infrastructure, and other natural resource related enhancements.
 - f) Provide leadership and mentorship for program staff and participants.
2. Coordinate and manage the FNSBSD Afterschool education program during the school year (August-April). Responsibilities specific to this program include:
 - a) Preparing instructor and curriculum schedules.
 - b) Buy and organize program supplies for instructors.
 - c) Manage the budget, receipts, and prepare invoices.
 - d) Develop new curriculum and train and assist instructors.

FSWCD is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

3. Provide instruction at natural resource education workshops for teachers and resource professionals, in K-12 classrooms, with Scout or 4-H groups, or at other venues.
4. Establish and maintain relationships with local schools, participants/families, and community partners, and maintain positive, consistent communication between all program staff, partners, and participants.
5. Create and maintain project partnerships with community-based organizations, state and federal agencies, private businesses, and local governments.
6. Collaborate with fellow FSWCD staff/resource divisions to provide workshops and outreach events.
7. Represent FSWCD at public outreach events to engage with the public and provide relevant natural resource program/project information.
8. Work closely with FSWCD Board of Supervisors and District staff and provide support to other programs/projects as needed.
9. Other duties as assigned.

Job Requirements

1. Degree in education or natural resource related field.
2. Education experience, including experience in both formal and non-formal settings.
3. Education experience, including experience in K-12 classrooms or in youth programming.
4. Excellent oral and written communication skills, and problem-solving skills are essential.
5. Must be organized and flexible with the ability to multi-task.
6. Must show the ability to follow directions and follow through on all assigned tasks.
7. Adaptability and willingness to deal with unpredictability.
8. Self-starter! Ability to work independently on projects with little supervision for daily tasks.
9. Enthusiasm for collaboration and working within a shared office/team environment.
10. Applicants MUST possess a valid driver's license and be able to pass a federal background check.

Wages and Benefits

This position will be 30-40 hrs/week, with seasonal fluctuations. This position qualifies for benefits after a probationary period. The rate of pay will be \$19-25/ hour; rates are variable based on individual grant projects.

Apply no later than April 29th, 2022.

Please email a resume, cover letter, and 3 professional references to fairbanksswcd@gmail.com with "Education and Outreach Coordinator Opening" in the subject line.

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