



WHIDBEY CAMANO LAND TRUST

NEW! OUTREACH AND EDUCATION SPECIALIST JOB DESCRIPTION

PRIMARY LOCATION: Greenbank Farm, Local Travel Required

CLASSIFICATION: Full-time, Salaried/Non-Exempt Position

SALARY: \$40,000 - \$55,000, depending on experience

REPORTS TO: Community Engagement Director

POSITION SUMMARY.

The Whidbey Camano Land Trust (Land Trust) is seeking an outgoing, organized and motivated Outreach and Education Specialist to join our team! This is a terrific opportunity to play a key role in supporting the work of conservation in Island County.

Working collaboratively with others, the Outreach and Education Specialist will implement the Land Trust's annual outreach and education plan for Land Trust members and non-members. These efforts will ensure widespread positive visibility in the region by informing, connecting and deepening the engagement of people to island conservation to increase the donor support necessary to realize the Land Trust's mission. The primary responsibility is to develop, organize, communicate and implement in-person and on-line adult and student events, outdoor tours and educational activities with a focus on deepening the engagement of members and engaging new members.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Develop, organize and manage a broad portfolio of in-person and on-line outreach and education events, programs and activities.
- Proactively expand and maintain strategic and mutually beneficial partnerships with other organizations to cultivate a community-wide conservation ethic.
- Develop and implement targeted outreach and educational opportunities for local schools, donors, volunteers and the public to increase exposure to the islands' natural and working landscapes, connect students and others to hands-on learning on our preserves and build broad support for our mission.
- Identify and implement new ways to engage the community in conservation, with a particular eye to reaching "new to us" populations.
- Work with the Stewardship team on events on Land Trust preserves.
- Lead diverse groups in a range of activities and settings.

- Lead the Outreach Committee and coordinate with an expanding group of other volunteers on outreach and education opportunities, including guided hikes, tabling, events, educational programs, etc.
- With supervisor, develop an outreach and education strategy for 2023 and beyond.
- Assist with other responsibilities, as assigned by the Community Engagement Director.

REQUIRED QUALIFICATIONS AND RELATED LIFE EXPERIENCE.

MINIMUM QUALIFICATIONS.

- Minimum four years of related experience in outreach and education. Relevant education credentials will be considered for experience.
- Passion for island land conservation, learning and community engagement.
- Strong relationship building and collaboration skills.
- Excellent interpersonal and organizational skills.
- Proficient with Microsoft Office suite.
- Demonstrated ability to think strategically, including ability to define problems, organize, develop and implement plans, and prioritize tasks.
- Strong written, verbal and listening communication skills.
- Outgoing and friendly personality with demonstrated ability to develop and cultivate positive working relationships with a wide variety and diversity of people and organizations.
- Demonstrated ability to be highly organized, meet multiple deadlines, coordinate with others, and operate efficiently in an ever-changing work environment.
- Demonstrated ability to be proactive, creative and work collaboratively and independently.
- Must be able to work some non-standard hours, including evenings and weekends.
- Valid, insurable driver's license.

PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE.

- A higher educational degree in relevant field.
- Database experience (Salesforce a plus).
- Experience in nonprofit environments.
- Experience leading conservation-related tours.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS.

- The position requires an aptitude for serving in both an office setting and an outdoor environment in a wide variety of weather conditions doing light manual labor.
- Flexible work schedule that includes working from home and at the office with some travel to meet donors.

- Sufficient mobility required for movement throughout the office, drive to outreach locations, set up events and the use of standard office equipment such as computers, telephones, files and copier.
- Lifting a minimum of 30 pounds (tables, chairs, equipment, signs, supplies) may sometimes be required.
- Ability to hear and communicate at a level sufficient to perform the essential functions of the position.

BENEFITS. The Land Trust values work-life balance; its work culture supports and inspires conservation achievement and personal development.

- Full premium coverage for employee's medical, dental and vision insurance (family coverage available for purchase);
- 11 paid holidays;
- 12 vacation days annually, increased with tenure;
- 12 sick days annually;
- 3% matching SIMPLE retirement plan;
- Washington Paid Family and Medical Leave Program pursuant to state rules and eligibility;
- After successful onboarding, there can be some flexibility in schedule and work-from-home;
- Dog-friendly office with pre-qualified dog and employee; and
- Professional development and training opportunities.

TO APPLY. Submit a cover letter describing your qualifications and related life experience, along with your resume, via email to email, to: jobs@wclt.org. No phone calls please! Deadline for applications is May 9, 2022. Position open until filled.

The office is a smoke-free and fragrance-free workplace. The Whidbey Camano Land Trust is an equal opportunity employer, committed to diversity, equity and inclusion.