

## **Education/Outreach Coordinator- Position starts Jan 2023**

Join French Creek Valley Conservancy (FCVC), a non-profit conservation organization dedicated to protecting the French Creek Watershed. French Creek was voted 2022 PA River of the Year and we are growing our organization to build on that momentum! FCVC is nationally accredited with a 40-year history of using a collaborative approach to protect and steward land throughout the five counties and two states of the French Creek watershed. FCVC permanently protects riparian areas, wetlands, wildlife habitat, and forests. Become part of a dynamic, dedicated team of conservation professionals, volunteers, and landowners that work together to protect and steward priority conservation lands. FCVC has permanently protected over 3,200 acres of land. FCVC works with hundreds of donors, members, and volunteers, and many conservation organizations to accomplish its mission. Education and outreach are critical components of our conservation work.

### **Position Description:**

The Education/Outreach Coordinator (EOC) will be a full-time position dedicated to executing and expanding FCVC's current education and outreach scope with creative and engaging programs focusing on conservation and the French Creek watershed.

The EOC will develop, implement and evaluate school programs, insuring alignment with FCVC's mission, conservation, and our changing climate. The EOC will work to expand our programming to include more schools and grade levels, including outdoor educational experiences. The EOC will also assist teachers with Meaningful Watershed Educational Experiences (MWEEs).

The EOC will also develop and deliver public programs and/or special events, developing and nurturing environmental conservation values and building support for FCVC. Providing widespread programming (both school and community) throughout the watershed is a goal, with focus on the northern and southern thirds.

The EOC will also work with the Executive Director to support FCVC's role as the Manager of French Creek as an official Pennsylvania Water Trail.

Additionally, the EOC will be responsible for marketing and educational materials, in print, social media, and other avenues.

The EOC will also be responsible for building/evolving partnerships with local community and conservation-based organizations.

**Responsibilities may include:**

- Plan, develop and maintain partnerships with schools, teachers, organizations, and agencies to promote conservation education.
- Conduct classroom lessons aligned with PA academic standards.
- Write content, shoot photos/video, collect submissions for, and edit materials for distribution in FCVC newsletters and other media.
- Develop and implement outdoor education programs for students, families, and community members, primarily for the summer months, but also for school year weekends and possibly evenings.
- Seek funding sources and prepare grant and funding applications.
- Track program metrics, maintain accurate cost accounting and budgetary practices- Conclude projects with appropriate completion of reports and documents, including participant and partner spreadsheets and/or databases.
- Perform additional job-related duties as needed.

**Qualifications and preferred experience:**

A minimum of a bachelor's degree from an accredited college or university related to this position or equivalent experience.

Experience with education of students in grades K-12 in traditional and nontraditional settings.

Knowledge of the PA Academic Standards including Meaningful Watershed Educational Experiences (MWEEs).

Excellent interpersonal and communication skills, including public speaking experience.

Ability to develop and deliver fun, creative, and entertaining environmental education programs for students of all ages.

Experience in event planning, volunteer engagement and management.

Ability to work cooperatively, creatively, and effectively with people of all ethnic, socio-economic, lifestyle and cultural backgrounds.

Computer abilities in Microsoft Office suite, especially Word, Excel, Publisher, PowerPoint; webpage, photo/video and social media background a plus.

Ability to do rudimentary desktop design of newsletters and brochures.

Will be required to obtain all necessary clearances to conduct school programs.

Must be a citizen, national, or lawful permanent resident alien of the United States;

Must have a legal driver's license and use of a personal vehicle.

Willingness to work non-traditional hours and weekends as required.

Ability to multi-task and work independently, with excellent organizational and planning skills.

Experience with water recreation including paddling and fishing preferred.

Status: Full-time, exempt.

Location: Meadville, PA with work throughout the French Creek watershed, occasional travel elsewhere with overnight stay. Programs will be conducted in indoor and outdoor settings.

Schedule: Work schedule is generally Monday-Friday. Flex-time and some level of remote work are available with approval. Occasional evening and weekend work required for FCVC events and training.

Salary: \$41,000+ base pay (for 100% FTE, based on relevant experience), Health benefits, Simple IRA retirement plan, Federal Holiday schedule, generous paid time off, and training opportunities.

Submit resume and cover letter to [watershed@frenchcreekconservancy.org](mailto:watershed@frenchcreekconservancy.org).