



North Fork John Day Watershed Council

Community Focused, Landscape Reflected

The North Fork John Day Watershed Council (NFJDWC), through its Education Program, provides hands-on environmental stewardship and service-learning opportunities to youth and young adults during summer, and field trips and presentations to local schools during the school year. The Program also develops and manages outreach and education activities for residents throughout Grant County.

Position: Education Program Coordinator

Location: Long Creek, Oregon

Schedule: Full-time, Exempt, Regular

Pay rate: \$30,000 - \$40,000 DOE

Benefits: Optional health insurance and generous paid time off, including holidays and vacation

Reports to: Assistant Executive Director

Work Environment: Regular hours during school year; flexible often irregular hours during summer. Mandatory background check; drug and alcohol-free work site

Application deadline: Open till filled; immediate start.

Position summary:

The Education Program Coordinator (EPC) manages and grows the NFJDWC's Youth Program, both its summer component (conservation work crews) and its school year component (field trips and presentations). The EPC also develops and conducts ad hoc educational activities for our community. Both office and field work are equally important and valued in this position.

Summer Youth Program:

Under direct supervision of the Assistant Executive Director, EPC's primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders and Crew Members; supporting, coordinating and maintaining professional partnerships; project development, budgeting and reporting; overseeing logistics, training, and maintaining consistent quality control, risk management and safety protocols; overall program integrity.

School Program:

Develop, deliver and lead high-quality interactive field trips, projects and presentations to a variety of youth in different outdoor and classroom settings.

Other functions:

- Work with other staff on pressing projects when appropriate, including all facets within the NFJDWC operations
- Other duties as assigned by the Assistant Executive Director

Minimum Qualifications:

- Working knowledge of environmental education topics and conservation practices
- Previous experience working with youth or in a youth leadership role
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and agency personnel
- Working knowledge of MS Office
- A valid driver's license with good driving record

Desired Qualifications:

- Course work or degree in Environmental Science, Natural Resources, Forestry, or a related field OR prior experience working for a Conservation Corps
- Applied field experience in conservation or land management field work
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Experience in grant writing, administration and reporting
- Proficiency with office equipment and software including Microsoft; ability to manage data in an organized, consistent, and timely manner

Personal Qualities and Characteristics:

- A positive attitude, interest in service and community work, and a desire to make a difference
- Energetic and inspiring leadership to participants, while fostering strong work habits, environmental ethics, youth leadership and team unity
- Excellent organizational, project and time management skills
- Excellent interpersonal, written and oral communication skills
- Love of life in remote places and rural communities in Oregon; personal commitment to the John Day Basin

Physical Requirements:

To successfully perform essential functions, the EPC is required to sit, stand, walk, speak and hear. The EPC may be required to hike, climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer, and reach with hands and arms. The EPC may be required to lift up to 50 pounds unassisted and perform during hot/cold weather, rain/snow and other seasonal conditions.

To Apply: Please send a cover letter, resume and 3 references to info@nfjdw.org

Please: no phone calls~