



Methow Conservancy

Education Programs Coordinator

32 hours per week
Reports to Associate Director

Founded in 1996, the Methow Conservancy is an accredited, nonprofit land trust inspiring people to care for the land in the rural Methow Valley of North Central Washington State. In our 26 years, we have grown to be a trusted partner in the Methow Valley community, having protected more than 10,000 acres of incredible wildlife habitat, fertile soils, and scenic views. In addition to our land protection work, we offer a robust array of natural history-based and land-care educational programs designed to help residents and visitors dig in and learn more about this Valley.

Our work is grounded in three strategic areas: Protecting Healthy Land and Water, Connecting People to the Land, and Supporting Local Agriculture. We believe in the principles of community conservation and that we must see our work in the broader context of our community's needs and with diverse perspectives and voices at the table. We acknowledge that this beautiful place we call home is the homeland since Time Immemorial of the Methow People, who were forcibly removed from the Methow Valley in the 1880s. As we move forward in our conservation work, we strive to do better to consult with and include the Methow People where appropriate and possible.

We believe that loving a place like the Methow Valley means actively take care of the land and each other. We are enthusiastically launching our search for our next team member to help carry our mission forward.

We seek an Education Programs Coordinator who:

- **Shares a Passion for Our Mission** – Everyone associated with the Methow Conservancy believes deeply in the need for working with our community to care thoughtfully for the land. We come to our work with energy, enthusiasm, optimism, and a healthy dose of humility acknowledging that we all still have much to learn, and we embrace that opportunity to remain open-minded and curious.
- **Wants to be a Team Player** – We strive to be a cohesive team – within the Staff, between the Staff and the Board of Directors, with the people who take part in our classes and events, and with other Community Partners. We seek an Education Programs Coordinator who enjoys working as a part of a team, who takes satisfaction in collaboration, who understands that sometimes being on a team means being flexible and adaptable, and who is community-minded and will help us see how to always work better at inclusively engaging our community.
- **Pays Attention to All the Details** – Running great educational programs requires not only great ideas but excellent follow-through so that the experience is good for our students and community. We need an Education Programs Coordinator who can juggle all the details, follow our well-established systems, and who cares about getting the little (and big) things right. We need someone who is reliable.

- **Is a Self-Starter** – Our team likes to make things happen and get good work done. While we will provide mentoring and support for this role from other team members, we also need someone able to move projects forward without too much management or oversight. We seek someone who likes to take on responsibility.
- **Believes in the Value of Conservation/Natural History-based Education:** Our educational programs have always been a cornerstone of our community conservation work and we have a reputation for running high quality, engaging, relevant programs. We seek someone who shares our belief that the more people know about a place, the more they will want to care for it. We are looking for someone who is excited to bring people together to learn.
- **Values Building Relationships** – Whether connecting with participants in a class or working with an expert to present a program, or working with our Board committees or funding partners, our Educational Programs Coordinator needs to value building strong relationships grounded in trust. We seek someone who knows how to work with our partners and be a good partner.
- **Clearly and Transparently Communicates** - We seek a good listener. We value integrity and honesty. We need someone who writes with clarity, without jargon, and in a manner that will draw in our community.
- **Finds Joy in Our Work** – We strive to ensure our important work is also fun. We seek a team member with a sense of humor, creativity, and a desire to not just find satisfaction but also to find joy in our work.

Job Duties:

A successful Education Programs Coordinator will create and run an array of educational outreach programs, publications, and events that inspire people to care for the land. Duties include but are not limited to:

Education Program Management

- Launch and staff the Education Committee, a subcommittee of Board and Staff Members tasked with overseeing the strategic workplan for educational programs.
- Coordinate and host once-a-month First Tuesday presentations on topics relevant to the community, including arranging for speakers, publicity, and recognizing that each program is a way to build community.
- Implement the yearly school-yard science program with 4th graders at Methow Valley Elementary. Serve as point of contact for all youth education activities as opportunities arise.
- Develop and organize natural history, conservation-based and/or stewardship-oriented workshops, presentations, fieldtrips throughout the year.
- Coordinate partnership relationships and projects with other organizations focused on conservation-based education when relevant and beneficial to the organization.

Communications and Outreach

- Curate and publish the natural history focused monthly BackYard Bulletin E-newsletter, including producing articles/stories, taking photographs/videos, and fostering a community of contributors.
- Serve as an organizational ambassador at public events and forums.

- Serve as the lead coordinator for our social media outreach and online presence.
- Assist with maintenance of our websites and contribute to our monthly E-news.
- Maintain current educational publications – including Good Neighbor Handbook, Shrub-Steppe Restoration Guide, Methow Valley Field Guide, Methow Valley Kids Activity Booklet, etc. Manage inventory and all reprinting activities. Oversee selling and stocking of publications that are for sale. Oversee mailing of Good Neighbor Handbook to new landowners.
- Manage Methow Conservancy promotional gear, such as t-shirts, hats, etc.

Teamwork

- Assist with other community-building events as necessary – Cider Squeeze, Methow Mixer, etc.
- Serve as a first point of contact for walk-in office visitors with a willingness to talk about the mission and work of the Methow Conservancy.
- Serve as “first responder” for phone calls on days when Membership Assistant is not available.
- Assist with administrative and office responsibilities as needed (e.g., willing to help with post office delivery, office maintenance efforts, etc.).

Qualifications:

- Bachelor’s Degree or equivalent professional experience.
- Education, training, or lived experience in conservation, environmental, or natural history education outreach.
- Excellent communications skills and an ability to communicate with diverse audiences.
- Love for the Methow Valley’s community, agriculture, wildlife, habitat and landscape.
- Attention to detail and ability to work collaboratively.
- Knowledge of local natural history or the willingness to dig in and learn.

We are a COVID-19 vaccinated office and can share our COVID-19 vaccination policy with candidates who request it.

The Methow Conservancy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed, as an organization, to furthering our understanding of the issues of equity in our work and to adjust our policies and practices to promote inclusion.

Compensation and Benefits: \$23-26 per hour @ 32 hours/week. Paid vacation plus holidays, health insurance provided for employee, 3% retirement match in Simple IRA program.

To Apply:

Please send a cover letter, resume, and list of three references. Your cover letter should address why this particular opportunity interests you, which aspects of this job profile especially speak to you, and why you care about conservation in the Methow Valley.

Please email your materials to sarah@methowconservancy.org.

If email is not an option for you, you can mail your materials to:

Methow Conservancy

PO Box 71

Winthrop, WA 98862

We will begin review of applications on March 21st. Our selection process will include:

- Review of written applications by our internal hiring committee.
- Invitation for select number of candidates to participate in an interview with our hiring committee (may be conducted in person or via Zoom).
- Invitation for finalists to interview and meet the rest of our staff.
- We will keep the position open until we find our next Education Programs Coordinator.