Education Coordinator

About the Organization

The Tillamook Estuaries Partnership (TEP) is a non-profit organization dedicated to the conservation and restoration of Tillamook County’s estuaries and watersheds.

As one of 28 National Estuary Projects throughout the country, TEP relies on a broad partnership of individuals and organizations representing numerous stakeholders and interested parties. TEP’s Board of Directors convenes around the commonly-held goals of improving water quality, restoring habitat, reducing the negative impacts of flooding, and encouraging stewardship while promoting our local economies.

Through its staff, the Tillamook Estuaries Partnership undertakes collaborative restoration, research, and education projects encompassing over 1,800 square miles in northwest Oregon.

About the Position

The Education Coordinator is a regular part-time position (28 hours). However, this position can become regular full-time if additional funding is secured through grant acquisition. This position functions as a vital part of our small but hard-working team and provides input to the organization’s ongoing activities. Initiative is encouraged and enthusiasm and a positive attitude are a must.

The ability to interact with staff (at all levels) in an often fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Strong written and verbal communication skills and attention to detail are equally important.

This position serves under the supervision of the Deputy Director as the “bridge” between the TEP and the K-12, community college, university education sectors and public.

This position:

- Maintains close working relationships with K-12 and university education sectors;
- Requires the ability to be comfortable working with all age groups and abilities;
- Presents the technical information produced by the TEP for use by students and educators in the classroom;
- Understands a broad range of matters related to habitat restoration, living resources, and water quality issues, and be able to condense that knowledge into a form that is easily understood by teachers and their students;
- Familiar with National and State standards, including Common Core and Next Generation Science Standards as well as programs and procedures of the Oregon educational system and state benchmarks for all subject areas;
- Works with other educational and outreach programs around the country, including the other 27 National Estuary Programs, the U.S. EPA, NOAA, and various local, state, and national education organizations;
- Coordinates and participates in public outreach activities and projects;
- Works closely with the Deputy Director and the Education Committee;
- Maintains a close working relationship with our 3 local school districts, local, state, and federal agencies, other scientists, and special interest groups; monitoring individual projects; and supporting grant and contract management;
♦ Oversees the implementation of the education plan;
♦ Provides educational support and works closely with the Director to provide recommendations on educational matters relevant to the implementation of the Comprehensive Conservation Management Plan;
♦ Work with other program staff in the development of the TEP Annual Workplan and initiate development of other grant applications relevant to assigned action plans as needed;
♦ Coordinates and conducts the implementation of the Education Plan and the Education Committee. Coordination involves the following duties:
  • Coordinate the development of proposed TEP Annual Workplan projects and Grant Applications relevant to assigned action plans;
  • Develop contract scopes of services and requests for proposals for educational and outreach projects relevant to assigned action plans;
  • Conduct review and selection of proposals; and
  • Review, monitor, and recommend approval of deliverables to the Education Committee, Deputy Director, and Executive Director.
♦ Represents TEP at meetings, committees, conferences, teacher workshops, in classrooms, and at public events as needed;
♦ Attends advisory panels for education with other federal, state and local agencies;
♦ Prepares and delivers formal and informal educational programs for teachers and students;
♦ Works closely with the TEP technical staff to develop and edit educational materials that are scientifically accurate;
♦ Prepares correspondence dealing with educational matters, letters of support and EPA reporting for Director’s signature;
♦ Assists with the writing of press releases and provide editorial comment on materials being developed by other staff;
♦ Familiar with InDesign and/or other software that assists with graphic design; and
♦ Any other duties as assigned.

To be effective, this position must have the following attributes:

♦ be knowledgeable on a broad range of topics,
♦ have in-depth knowledge of their specific area of job responsibility,
♦ have an awareness of the activities and positions of other agencies and groups related to their assigned responsibilities with the TEP,
♦ be effective at facilitating groups of scientists, educators, resource managers, and public representatives, and
♦ possess an ability to guide these groups to consensus-based decisions.

The Education Coordinator must have strong interpersonal skills and a high degree of awareness and knowledge related to the responsibilities and position assigned by the Deputy Director.

Preferred Attributes for Consideration include:
♦ Bachelor’s degree in environmental/biological sciences or related disciplines (geography, planning, landscape architecture, etc.) or education or related discipline
Two year’s of experience implementing education programs and projects (Master’s degree may substitute for one year of experience)

- Ability to initiate and manage multi—stakeholder resource management projects with minimal direction and oversight. Self motivation is a must.
- Demonstrated proficiency in grant-writing.
- Strong organizational, detail oriented, and multi-tasking skills.
- Experience working with diverse populations, rural communities, and private landowners.
- Understanding of coastal natural resource issues and processes, particularly those that impact salmonids and water quality.
- Excellent oral and written communication skills.
- Proficiency with Office software, especially Word, Excel, Access, PowerPoint, and Adobe and InDesign or other similar software.
- Eagerness to continue education through attending workshops, trainings, annual conferences, and independent study.
- A positive attitude and enthusiasm to function as a part of a team.
- Passing a criminal background check
- Valid Oregon driver’s license at time of hiring.

Work is performed under the supervision of the TEP Deputy Director. The employee receives general instructions regarding the scope and approach to projects and assignments. This position is subject to the Employee Handbook, Safety Policies, Background Check, Fiscal Policy, and all other TEP policies. The Deputy Director annually reviews employee’s work to ensure that the determinations and decisions made by the employee are in compliance with TEP’s policies and procedures and review overall performance expectations.

**Physical Demands and Work Environment**
Work is performed in both an office environment and in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 30 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Travel (>100 miles per month), mostly local, is often required.

**Compensation:**
TEP classifies the Education Coordinator as a Regular Part-time Employee. The hourly rate is dependent upon experience. The position is eligible for enrollment in TEP’s retirement program, and will receive holiday, vacation, and sick leave at a prorated rate.

**Application Process:**
To apply, please submit (mail or email):
1) A resume,
2) A statement of qualifications and interest, and
3) Three professional references. Up to three personal references may also be submitted.

The statement of qualifications should describe the applicant’s relevant experience and interest in the position and not exceed one full, single spaced page. Applicants are encouraged to submit any additional information that will assist reviewers in evaluating their qualifications and fit for the position including writing samples, developed curriculum, etc. Contact information must include mailing address, phone number and email address. No new information will be accepted after the deadline unless otherwise requested by the TEP. Incomplete packets will not be considered.
Applications will be accepted until the close of business, 5:00pm, Wednesday, June 16, 2016 and interviews will be scheduled to occur by the end of June.

Please email application materials to claudine@tbnep.org. (Please contact us if you do not receive email confirmation that we have received your application). Applications can also be mailed to:

Tillamook Estuaries Partnership  
Attention: Education Coordinator Search  
PO Box 493  
Garibaldi, OR 97118

The TEP office is a friendly, supportive, and collaborative environment. This position will function as a vital part of our small but hard-working team and provide input to the organization’s ongoing activities. Initiative will be encouraged and enthusiasm and a positive attitude are a must. Applicants with interest and/or experience in natural resource management are encouraged to apply.

The Tillamook Estuaries Partnership is a non-profit organization dedicated to the conservation and restoration of Tillamook County’s (Oregon) estuaries and watersheds in their entirety.

The Tillamook Estuaries Partnership is an equal opportunity employer.