



## Nisqually Reach Nature Center Job Opportunity

**Position:** Education and Outreach Coordinator

**Position Length/Type:** Full-time (40hrs/wk)

**Compensation:** \$20-21 per hour, depending on education and experience. Monthly bonus to supplement healthcare costs. Vacation, wellness, and paid holiday leave.

### Background

The Nisqually Reach Nature Center is a non-profit organization whose mission is to promote the understanding, appreciation, and conservation of the Nisqually estuary through education, interpretation, and community science. The Nisqually Reach Nature Center is located on Luhr Beach – a destination for thousands of visitors a year who have access to one of the finest estuaries in Puget Sound. For over forty years we have offered a variety of environmental education and community science programs.

### Position Description

The Nisqually Reach Nature Center's mission is to promote the understanding, appreciation, and conservation of the Nisqually Estuary through education, interpretation, and citizen science.

The Education and Outreach Coordinator supports NRNC's mission by providing youth and adults with high-quality educational programming related to the Nisqually Estuary. The Education and Outreach Coordinator ensures students and members of the community gain access, exposure, and understanding of the Nisqually Estuary by using inquiry-based science activities on the beach and in the classroom.

This position manages NRNC's field trips and summer camps, which aim to provide youth with a lasting positive connection to the Nisqually Estuary. This position creates new activities and curriculum. New curriculum revolves around current issues concerning South Puget Sound, the Nisqually Watershed, and local flora and fauna. There is also the opportunity to create new education programs that align with NRNC's mission.

Additionally, the Education and Outreach Coordinator will represent NRNC at community education outreach events such as Nisqually Watershed Festival, Earth Day events, etc

### Responsibilities

- Coordinate and lead summer camp programs
- Coordinate and lead environmental education field trips
- Coordinate and staff community outreach events
- Build partnerships with other organizations to increase educational opportunities
- General program administration duties
- Support fundraising and grant efforts

### Other

Nisqually Reach Nature Center employees are flexible and may be asked to take on additional duties according to the organization's needs and the staff member's skills and abilities. Because we are a

non-profit that serves the community, some events or projects (such as summer camp trips) may require an occasional night or weekend.

**Required Qualifications - NOTE: Experience may have been gained concurrently.**

- Associates degree in biology, ecology, environmental science, natural science, aquatic science, fisheries, education, or closely related field. May also consider experience in lieu of Associates degree
- 1 year of experience in education, environmental education, marine sciences, natural sciences, or a closely allied field.
- Up to 1 year of experience managing programs and staff or volunteers
- Ability to attend conferences, meetings, or other events that require local travel
- Current adult and pediatric CPR/first aid certification, or willingness to attain if NRNC covers the cost
- Strong project management skills and ability to meet deadlines
- Computer proficiency: word processing, spreadsheets, Internet research, and databases
- Analytical problem-solving ability
- Willingness to acquire new knowledge related to Puget Sound ecology and related subjects
- Ability to manage multiple priorities and perform within deadlines
- Excellent communication, writing, and interpersonal skills
- Able to work with minimal supervision while understanding the necessity for communicating and coordinating work efforts with others
- Must be able to develop a work plan and perform in a team environment
- Perform work with utmost honesty and integrity
- Ability to pass a criminal background check
- Understand and appreciate the importance of extraordinary customer service and service recovery

**Preferred Qualifications**

- Bachelor's degree in biology, ecology, environmental science, natural science, aquatic science, fisheries, education, or closely related field
- 3 years of experience in education, environmental education, marine sciences, natural sciences, or a closely allied field.
- At least 1 year of experience managing programs and staff or volunteers
- Knowledge of environmental education, marine science, biological systems, watersheds, estuarine ecosystems, data management, and Puget Sound aquatic species.
- Experience with budget management and purchase tracking.
- Demonstrated public speaking and/or teaching experience.

**To Apply**

Submit a cover letter describing how you meet the qualifications and why you are interested in this position, a current resume, and three (3) or more professional references, which includes at least one supervisor, peer, and (if you have supervised staff) someone you have supervised or led to [nrnc@nisquallyestuary.org](mailto:nrnc@nisquallyestuary.org).

A satisfactory background check will be a contingency of any hire offer. Recruitment remains open until filled; first applications will be reviewed starting November 14th, 2024.

Nisqually Reach Nature Center is an Equal Opportunity employer. We strive to create a working environment that is inclusive and respectful. We prohibit discrimination based on race/ethnicity/color, creed, sex, pregnancy, age, religion, national origin, marital status, the presence or perception of a disability, veteran's status, military status, genetic information, sexual orientation, gender expression, or gender identity.

By submitting materials, you indicate that all information is true and correct. Nisqually Reach Nature Center has the right to verify the information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.