

Columbia Springs

12208 SE Evergreen Hwy. Vancouver, WA, 98683

JOB ANNOUNCEMENT – Sustainability Educator I

Columbia Springs Environmental Education Center (Columbia Springs) is a regional, 501(c) 3 non-profit Corporation. Our mission is to engage the community in environmental education within a historically significant urban setting. Columbia Springs is located on more than one hundred acres of urban green space surrounding and including the historic Vancouver Trout Hatchery. Columbia Springs' staff provides a wide variety of formal and informal environmental education programs both on-site and in the community. The site is open daily to the public. Visitors can hike on nature trails, observe birds and other wildlife, and visit the working trout hatchery. Please see our website for more information www.columbiasprings.org

Summary of Position

The **Sustainability Educator I** is responsible for:

- Developing and administering educational programs related to natural gardening and landscaping techniques with the goal to educate the local community through workshops, lectures, demonstration sites, displays, and written materials about the benefits of reducing chemical use in the yard and garden in order to decrease the amount of hazardous materials entering the waste stream and the environment;
- Developing and administering educational activities for students and community members; working with Columbia Springs' staff, partners, and community members to plan, establish, and implement these activities.

Duties

The **Sustainability Educator I** duties include the following:

1. **Education:** Engage community members in stewardship through increased awareness and implementation of nature friendly landscaping techniques and other sustainable practices.
2. **Management:** Coordinate and manage Columbia Springs' Naturally Beautiful Backyards Program and support other Columbia Springs programs as assigned.
3. **Volunteers:** Recruit, train and manage volunteers to provide community outreach programs that help reduce chemical use in the yard and garden and promote more sustainable practices. Work with the Executive Director to expand overall Columbia Springs' volunteer involvement through recruitment, supervision and support of volunteer efforts.
4. **Outreach:** Collaborate with staff, board and partners with the planning and coordination of educational, volunteer, and other community activities throughout the Columbia Springs service region.
5. **Marketing:** Develop newsletters, press releases, web content, and other publications and promotional tools. Assist with public outreach activities in support of Columbia Springs' mission, projects and fundraising efforts.
6. **Finance and Administration:** Develop and administer an annual budget.
7. **Supplies:** Manage program equipment and supplies; track publications.

Qualifications

1. Bachelor's degree or the equivalent combination of academic and work experience pertaining to environmental education or natural resources.

2. Understanding of natural processes, natural history subjects, and environmental stewardship.
3. Ability to recruit, work with, and motivate volunteers.
4. Excellent verbal, presentation, and writing skills.
5. Demonstrated ability to work with a diverse group of employees and community members.
6. Management skills including budgeting, goal setting, and overall organization.
7. Strong interpersonal and communication skills.
8. Ability to leverage current and emerging technologies (software, internet, networks) to accomplish duties and goals.
9. Ability to meet deadlines.
10. A valid State driver's license.
11. Ability to work occasional weekends and evenings.
12. Able to lift 50 lbs.

Compensation

Salary range \$35,000 to \$40,000 plus benefits, depending on experience.

To Apply

Send *via e-mail only* to gmler@columbiasprings.org your resume, salary history and cover letter explaining how you meet the requirements. Application will be accepted until the position is filled. Sorry, applicants will not be notified of non-selection.