

Environmental Education and Training Specialist

About The Watershed Project

The Watershed Project (TWP) is a nonprofit organization based in Richmond, California whose mission is to inspire Bay Area communities to understand, appreciate and protect our local watersheds. Along with our many community and local group partners, through educating, community organizing, restoring creeks, shorelines, and native plant communities, and implementing vital green infrastructure projects, TWP is committed to building environmental resiliency and equity in the San Francisco Bay Area.

Position Overview

The Environmental Education and Training Specialist advances TWP's mission by developing educational curriculum and training modules for all ages Kindergarten through adult. Under the direction of the Education Manager, this position advances watershed education through in-class lessons, outdoor field trips, community events, teacher trainings, and job skills training for youth and adults. As part of the Education Team, this position delivers environmental education programs to nearly 1,200 K-12 students each year using local parks and restoration sites as outdoor classrooms. The ideal candidate is experienced in outdoor and classroom education with K-12 students, curriculum development, and the creation of instructional manuals.

Responsibilities

Responsibilities may include, but are not limited to:

Program Development and Delivery (75%)

- Develop curriculum for high school and young adult internship, apprenticeship, and job training programs.
- Develop and revise K-12 curriculum to reflect science and environmental education best practices and current standards.
- Create booklets and manuals on skills-specific topics such as native plant identification, invasive species removal, biological surveys and monitoring. Collaborate with program staff and consultants to provide content for booklets and manuals as needed.
- Prepare and deliver in-class lessons and outdoor field trips with K-12 students.
- Engage in program quality assessments and evaluations.
- Maintain and organize materials for education programs.

Outreach and Administration (25%)

- Develop publicity and outreach materials such as newsletter articles and flyers.
- Assist with managing and updating website, social media, and calendars.
- Assist with planning and leading events such as MLK Day, Earth Day, Coastal Cleanup Day, and Bubbles & Bivalves. Provide educational content for each event.
- Assist with developing and leading staff trainings.
- Track program metrics and expenses for grant reports.
- Other duties as needed.

More information on the next page

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Desired Qualifications

The ideal candidate will possess some of the following knowledge, skills, and experience:

- Demonstrated commitment to environmental education
- 2+ years of K-12 teaching experience (outdoor education, naturalist, or interpretation experience preferred)
- At least one year of experience developing curricula, lesson plans, and/or instructional materials
- Excellent written and verbal communication skills in English (bilingual in Spanish desirable but not required)
- Proficient with computer applications such as Microsoft Office Suite and Google Suite
- Basic graphic design skills; ability to create messaging and visuals for outreach materials
- Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.
- Bachelor's degree in a related field is a plus

Physical Requirements and Work Environment

- Work is performed in an office and outdoor setting. Primary office location is at the Richmond Field Station in Richmond, CA, with program locations across Richmond, San Pablo, Oakland, and San Francisco.
- Fingerprinting and TB test required after hire.
- A valid California Driver's License is highly desirable.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- Work involves walking on uneven or muddy terrain. Work requires squatting and kneeling.
- Frequently lifts, carries and positions objects weighing up to 25 pounds.
- CPR and First Aid certification is a plus.

Compensation:

This is a full-time, Salary Exempt position with a salary of \$43,000-45,000 per year, depending on experience. The Watershed Project offers an excellent benefits package which includes medical, dental, vacation, sick leave and 403(b) retirement plan.

To Apply: Please email a resume and cover letter, detailing your interest and experience relevant to this position, to jobs@thewatershedproject.org and include "Environmental Education and Training Specialist" in the subject line by Sunday, August 1, 2021.

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