

Job Description

Position Title: Education and Engagement Coordinator

Accountable To: Communication and Education Director

FLSA Status: Non-Exempt

Primary Objective of the Position:

Performs intermediate technical work assisting the development and implementation of formal and informal community education and engagement programs in support of the District's mission, engaging the District's target audiences in activities that protect and improve the natural resources within the District, and related work as apparent or assigned. Work is performed under the general direction of the Communication & Education Director.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Coordinates with the Education Program Manager and District program staff in the development and implementation of community education and engagement activities to enhance understanding of the District and water resource issues and increase support for District initiatives among the District's target audiences, including elected officials and key staff at the District's cities/townships, congressional, state, regional and local governments; industry professionals; community leaders; residents, and others.

Collaborates with the Education Program Manager and District program staff to design and implement public participation plans to solicit public input on District projects, programs and policy change and to increase understanding and support for these activities among its target audiences.

Coordinates with the Education Program Manager and Planning and Projects staff in working with partner organizations on the design and implementation of place-based learning opportunities within the watershed to enhance the value and community impact of the District's projects, with a particular emphasis on focal geographies.

Collaborates with the Education Program Manager and District program staff to increase the capacity of interested residents to increase support for District projects, programs and policy change. These efforts include, but are not limited to, assisting with the management of volunteers involved in the Master Water Stewards Program, Watershed Association Initiative, homeowner and neighborhood associations and other community groups.

Collects, organizes and manages data about the District's community education and engagement programs including, but not limited to, program outcomes, events attendance and impact, usage of displays and educational materials, grant program reports and deliverables.

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Assists in developing and maintaining positive relationships with target audiences, partner organizations and others to promote and coordinate District community education and engagement efforts.

Creates and designs educational materials (fact sheets, signage, displays, etc.) using relevant data and information.

Assists in using District technology including the website, social media, and audio-visual equipment throughout the MCWD office to communicate with target audiences.

Education and Experience:

Bachelor's degree with coursework in community engagement, public participation design, education, or related field and moderate experience in community engagement and education, or equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Thorough knowledge of the techniques and methods used to solicit public input, and educate and engage audiences toward behavior change; data and project management skills; ability to demonstrate commitment to environmental protection and grassroots action; general knowledge of the principles, methods and practices of water resource management; ability to develop and maintain a working knowledge of the District's operations and policies, and State rules and regulations.

General knowledge of desktop publishing tools, web content management systems, social media and audio visual equipment; thorough knowledge of computer use and standard office equipment including related hardware and software; ability to demonstrate strong oral and written communications skills including editing, layout and public speaking.

Ability to provide superior customer service and interaction in a friendly, professional manner; ability to establish and maintain effective working relationships with local and agency staff, consultants and associates; ability to be flexible with work and self-directed; ability to think and plan strategically; ability to demonstrate sound judgment and a high level of integrity and responsibility.

Ability to assist other employees and maintain a flexible attitude toward job responsibilities and procedural changes; ability to prioritize workload based on feedback from the supervisor; ability to listen, keep an open mind and respect the opinion of others; ability to show commitment to values of mutual respect, team work, diversity and support for the individual.

Ability to work some weekends and evenings.

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 50 pounds of force; work regularly requires speaking or hearing and lifting, frequently requires standing, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for

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expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Valid driver's license.

Acknowledgement:

Employee

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.