

***King Conservation District is seeking a qualified candidate to serve as a
term-limited Education Project Coordinator***

**THIS POSITION IS REPRESENTED BY COUNCIL 2 - THE WASHINGTON STATE
COUNCIL OF COUNTY AND CITY EMPLOYEES**

Job Title: Education Project Coordinator

Job Classification: Resource Coordinator 1

KCD Program/Team: Education

Salary: Non-Exempt Position, \$64,403.95

We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.

Job Summary:

This two-year grant-funded position supports the delivery of education programs that connect local community members to conservation efforts across freshwater shorelines, marine shorelines, farms, forests, and youth natural resource education. The Education Project Coordinator works on King Conservation District's (KCD) Education Team to develop and implement high-quality educational programming that supports stewardship and engagement with natural resource management. This role is highly collaborative, working with conservation professionals and technical staff to carry out high quality educational programming for the communities that KCD serves.

The central focus of this position will be the coordination of shoreline education events and Northwest Regional Envirothon, a natural resource competition for high school students. Additional tasks will include supporting events for KCD's Education and Engagement Teams. The ideal candidate will bring strong communication, event planning, and skills in coordination, as well as an interest or background in environmental education and conservation.

Work is a mix of routine and varied with some complexity, occasionally applying advanced principles and concepts in day-to-day work. Actions are typically short and mid-term, focused on what and how. May offer suggestions to leadership for program goals and objectives.

Essential Job Responsibilities:

Envirothon Coordination (50%)

- Recruit high school students to participate in the Northwest (NW) Regional Envirothon Competition using inclusive practices.
- Lead and facilitate planning meetings for the NW Regional Envirothon and serve as the primary point of contact for the event.
- Support Envirothon fundraising efforts.
- Coordinate student trainings for Envirothon on forestry, soils, aquatics, and wildlife.

- Recruit and manage volunteers for event preparation, exam writing, and event day roles.
- Serve on the Washington State Envirothon Committee.

General Education Program Support (30%)

- Participate actively on the KCD Education Team, including weekly meetings, staff trainings, and collaborative planning.
- Support and attend KCD education events related to agriculture, riparian waterways, and forestry.
- Create instructional and outreach materials to promote events and convey conservation messages as needed.
- Promote education programs via social media, digital newsletters, partner networks, and creative outreach tools.
- Support KCD engagement programs and events including the Native Plant Sale, Orca Recovery Day, tabling events, and other opportunities.
- Perform office and administrative tasks in support of assigned projects.

Shoreline Education Program Development & Delivery (20%)

- Coordinate updates to existing Shorelines curriculum or development of new curriculum as needed.
- Plan, coordinate, and deliver educational workshops for freshwater and marine shoreline landowners.
- Collaborate with technical staff to support landowner understanding of conservation best practices.

Required Skills and Abilities:

- Proven ability to build collaborative, respectful, and sustainable relationships with students, partners, and communities, including those historically underrepresented in conservation work.
- Experience delivering education or stewardship programming with diverse audiences, including youth and adult learners.
- Comfortable speaking in front of an audience and managing logistics for small- to medium-scale events.
- Availability to work occasional evenings and weekends (occasionally up to 3 times per month) for program delivery and outreach events.
- Must be competent in reading, writing, speaking, hearing, and understanding the English language. Good communication and multi-tasking skills required for interaction with coworkers, Board members, agency partners, and land managers/operators.
- Adept with all office and communication tools, including computers, network servers, Internet, email, Microsoft Office Suite, Teams, Zoom, and cloud-based platforms.
- Demonstrated initiative in coordinating projects with autonomy, prioritizing tasks, and adapting processes to changing conditions.
- Ability to work full-time schedule with overtime if needed with prior approval.

Education and Experience:

- Associate degree and/or 2–4 years of related experience in environmental education, natural resources, community outreach, or a related field (or equivalent combination of education and experience).
- Entry-level to intermediate knowledge of natural resource management topics and principles of environmental education.
- Basic understanding of Pacific Northwest ecosystems and conservation challenges in the Puget Sound region.

- Familiarity with environmental justice principles and a commitment to equitable program design and access.
 - Experience with volunteer management, community engagement, or youth education preferred.
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Desired Qualifications:

- Experience coordinating or supporting youth education programs, especially in environmental science or natural resources.
 - Familiarity with conservation practices related to freshwater or marine shorelines, or invasive species management.
 - Experience planning and coordinating community-facing events in a collaborative manner.
 - Strong communication and outreach skills.
 - Comfort learning and using digital tools for program coordination, outreach, or event delivery (e.g., Canva, Eventbrite, social media platforms).
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Competencies:

- Operated with autonomy in day-to-day work. Initiates or takes action when it is appropriate to deviate from normal practices.
 - Usually has discretion to set own priorities. Receives general direction on new and complex assignments.
 - Resolves issues based on loosely defined decision guidelines. May investigate problems independently and communicate findings to others for resolution. May escalate to the appropriate decision-maker for unusual situations.
 - Separates and combines activities into efficient workflow.
 - Designs processes and procedures that allow managing from a distance.
 - Less than 5 percent of the job duties may be combined with other duties as required by the District.
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Work Schedule

- Full time, 40 hours per week, Monday – Friday
- Hybrid work schedule requiring 2 days in person at our Renton office, 3 days work from home.
- Frequent weekend day and weekday evening events (average ~1.5 per month)
- Flexible schedule depending on events and scheduled meetings

Benefits

KCD offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

Physical Requirements:

- Ability to work outdoors for extended periods (6–8 hours/day) in all weather conditions.
- Capacity to lift and carry materials up to 50 pounds.
- Ability to drive throughout King County to attend and facilitate events (District vehicle provided).
- Valid Driver License required.

TO APPLY: If you are interested in pursuing this position, **please send the following materials to hr@kingcd.org:** A resume and cover letter, describing as specifically as you can how your experience, skills, and values are a fit with King Conservation District's goals and mission as described in this announcement. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion in organizations. This statement should not exceed 300 words.

Target start date **September 2025**. The first round of applications will be reviewed on **August 8th**. Position open until filled.