

EDUCATION AND OUTREACH COORDINATOR

Job Description

The Education and Outreach Coordinator will coordinate and implement the education and outreach components of stream management plans developed for the Schoharie River watershed in cooperation with the New York City Department of Environmental Protection. The Coordinator will play a lead role in developing watershed and ecosystem-based educational programs that protect and improve local land and water resources, and that build a water resource stewardship ethic in the Schoharie basin.

The position involves some local travel, evening and weekend meetings. The position provides significant opportunities to attend professional development trainings.

Specific tasks include, but are not limited to:

- Annually develop Action Plans for E&O activities in the Schoharie Basin that implement the recommendations in the Stream Management Plans, in coordination with other District staff and the Schoharie Watershed Advisory Committee;
- Coordinate E&O activities in the Schoharie Basin in collaboration with other District Staff involved in technical assistance on stream management issues;
- Serve on and contribute to a NYC watershed-wide Inter-basin E&O Working Group in coordination with NYCDEP Stream Management Program E&O staff;
- Develop a strategy for assessing the needs of riparian landowners and other stakeholders within the Schoharie basin pertaining to watershed and stream management educational programming;
- Foster and facilitate stakeholder involvement in developing and implementing natural resources conservation strategies for the Basin;
- Help citizens, agencies, and local governments identify, develop and implement educational activities in area communities;
- Offer water quality, floodplain and open space protection planning assistance to residents and municipalities;
- Develop a community network development for land stewardship/source water protection;
- Develop and distribute publications (brochures, newsletters) that inform the public about the status of stream management activities;
- Develop, Organize and Update a kiosk series in the Schoharie watershed;
- Grant research and proposal writing for project expansion and continuation;
- Develop an outreach strategy for the newly acquired GCSWD field office;
- Offer guidance to local residents that walk into the field office seeking assistance;
- Annually evaluate program effectiveness, and provide content for an annual report covering E&O activities.

QUALIFICATIONS:

Required

- Bachelors degree in a field that relates to the content area of this position such as environmental education, water resources or natural resources management;
- Several years of natural resources education and outreach experience;
- Ability to plan, implement and evaluate community-based, non-formal educational programs that reach, and are accessible to, a wide range of audiences;
- Ability to teach and communicate ideas effectively verbally, in writing, and through educational technology to adults and youth;
- Strong group and educational facilitation skills;
- Ability to organize work and to work productively with indirect supervision in a highly visible public sector environment;
- Ability to work collaboratively with other paid and non-paid staff; ability to take personal responsibility to help team efforts succeed;
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts;
- Skillful in establishing and maintaining professional work relationships and networks;
- Demonstrated ability to value individual and cultural differences;
- Demonstrated willingness to learn on an ongoing basis;
- Ability to adapt to changing programming and workplace priorities;
- Ability to use outcome data for program improvement and accountability;
- Ability to promote educational programs through mass media and public relations/marketing skills;
- Ability to use word processing and the Internet.

Preferred

- Masters or other graduate degree with at least one degree in a field that relates to the content area of this position such as water resources, environmental education or natural resources management;
- Experience in designing, promoting, implementing and evaluating educational programs in areas such as: stormwater management, green infrastructure, low impact development, watershed protection and management, shoreland/riparian/estuarine management, sustainable forest management and protection and agricultural management practices that protect land and water quality;
- Experience in the development of educational materials (print and audio-visual);
- Experience with web page development and/or maintenance;
- Volunteer or paid experience with socially, economically and/or ethnically diverse populations.