



Job Title: Education & Outreach Coordinator

Salary Range	Tier I: Project Leader Starting Salary: \$40,000-\$45,000
Reports to:	Program Development Manager and Executive Director
Date Reviewed:	2/16/23
Work Location:	Weekly Hybrid Requirements: <ul style="list-style-type: none"> • 3 days in field/office in Melcroft, PA • 2 days from home available

Job Description

Summary/objective

The Education and Outreach Coordinator acts as MWA’s outward-facing liaison for community involvement in the organization. The EOC implements environmental education programming, hosts educational community workshops, and coordinates MWA events and outreach efforts. This role is responsible for building, maintaining, and managing MWA’s volunteer base.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Job Function	Description	Weekly Percentage
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		of Time Required (Must add to 100%)
Education	<ul style="list-style-type: none"> - Create and deliver environmental education based programs to local schools, civic groups, organizations, etc. - Compile educational resources that align with our work - Organize and lead MWA's Education Committee meetings - Assist with grant writing and project implementation for education programs - Write educational blogs about topics relevant to the organization's work - Promote MWA's Resource Library and manage the supplies held within the library 	30%
Events	<ul style="list-style-type: none"> - Promote MWA fundraisers, events, and cleanups - Assist with the planning of fundraising events - Share upcoming events through local outlets (GO! Laurel Highlands, Mountain Laurel Chamber of Commerce) - Manage event registration and RSVP along with sending confirmation emails to participants - Create flyers and promotional materials for events, coordinating with the Communications Specialist for messaging. 	30%
Volunteer	<ul style="list-style-type: none"> - Compile volunteer opportunities available to MWA supporters - Recruit volunteers and supporters - Input volunteer hours into Network for Good (software where we house our donor information) 	20%

	<ul style="list-style-type: none"> - Build relationships within local communities 	
Tabling	<ul style="list-style-type: none"> - Seek out community events where MWA can set up an information table - Attend local events, festivals, fairs, etc. for outreach - Manage the schedule of tabling activities for the organization and staff - Compile tabling resources and manage stock of materials 	10%
Membership	<ul style="list-style-type: none"> - Promote and encourage participation in MWA's annual membership drive and other fundraisers 	5%
Website	<ul style="list-style-type: none"> - Manage the MWA online store and keep updated tally of inventory - Work with Communications Specialist to post and update events on the MWA website 	5%

Top 3 Competencies

- Creatively adapts complex environmental topics into interactive, accessible lessons
- Builds collaborative relationships
- Provides motivational support to volunteers and learners

Supervisory responsibilities

The EOC manages our volunteers and ensures volunteers are matched to opportunities that suit their skill sets, abilities, and schedules. The EOC ensures volunteers receive the proper training and understand their responsibilities.

Work environment

- Indoor 70%
- Outdoor 30%

Physical demands

- Able to perform outdoor education activities with young kids
- Able to bend, twist, turn, and lift up to 25 pounds (independently carrying and transporting equipment for work outside of the office)
- Able to lead students to safety in the event of an emergency.
- Able to hike up to 3 miles on trail settings

Travel required

- Travel to and from the office is required and non-compensable.
- Travel to communities within our Youghiogheny River watershed which is reimbursable

Required education and experience

- Minimum 3 years of experience implementing environmental/outdoor education programming

Preferred education, certification and experience

- Specialized training in teaching an/or a Bachelor's Degree in Early Childhood Education, Elementary Education, Special Education, and/or equivalent work experience.
- Experience serving students with an imaginative teaching style and ability to adapt classroom lessons into hands-on interactive outdoor-based activities.
- Excellent interpersonal skills with the proven ability to work effectively with school administrators as well as students in the classroom.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Proficient with Microsoft Office Suite, Google Drive or related software

Work authorization/security clearance requirements

- CPR certification, provided by the organization
- Must have a valid PA driver's license
- MWA will assist you in obtaining the following clearances:
 - National Service Criminal History Check
 - Sex Offender Clearance
 - IdentoGO Fingerprinting Clearance
 - PA Child Abuse Clearance

- Mandated Reporter Training Certificate
- Professional Ethics and the Educator Discipline Act

Equal Employment Opportunity Statement

We maintain a strong policy of equal employment opportunity. We seek to achieve equal opportunity for all staff members as articulated by federal, state, and local laws.

Mountain Watershed Association actively seeks to recruit individuals without regard to race, creed, color, religion, gender, national origin, ancestry, age, or physical or mental non-job related handicap or disability. Our equal employment opportunity philosophy applies to all aspects of employment.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.