



Water Stewardship Program Assistant Job Description

This is a part-time, paid position for up to 16 hours per week. Work hours and times vary depending on seasonal programming and events. Some weekends and evenings will be required for educational outreach events and volunteer trainings.

Assistant reports to Watershed Stewardship Program Coordinator and will primarily help with the coordination of the Stream Steward, Salmon Docent, and Kitsap Beach Naturalist Programs. Assistant must follow WSU Extension policies and guidelines. For more information about the Watershed Stewardship programs, visit <https://extension.wsu.edu/kitsap/nrs/water-stewards/>.

Minimum Educational Requirement: A.A. or A.S. degree in education, sciences, environmental studies or natural resources.

Required Qualifications:

- Passion for learning about the natural world and sharing it with others
- Excellent organizational skills and strong attention to detail
- Self-motivated and able to work independently
- Comfortable working with spreadsheets and databases
- Flexible with daily changes in tasks and weekly work schedule
- Demonstrated ability to manage multiple projects at once and ability to work in collaboration with team members to accomplish tasks
- Willingness to learn and develop new skills
- Strong communication skills via telephone, email, writing, and in-person
- Confidence in managing groups of volunteers and trainees
- Advanced computer skills (i.e. Microsoft Word, Excel, Outlook, and PowerPoint) and ability to operate standard office equipment.

Desired Qualifications:

- Social media, marketing, website management and/or graphic design experience
- Interest and experience in photography, videography and/or development of infographics or story maps
- Event planning experience, with a focus on educational workshops or field trips
- Familiarity with Kitsap County natural resources and the regional organizations and agencies that manage them
- Experience with developing and disseminating surveys or evaluations

Compensation: Depends on experience and yearly funding available. For 2019, hourly wage ranges from \$17-\$20/hr.

Washington State University is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status. Evidence of noncompliance may be reported through your local WSU Extension office.

Overview of Program Assistant Responsibilities

Administrative Tasks:

- Work with Coordinator to organize continuing education classes and events
- Recruit volunteers and communicate with them about event logistics (i.e. Water Festival, Salmon Tours, Salmon in the Classroom, stewardship events etc.)
- Publicize classes and events by developing advertisements, distributing fliers, posting on Facebook, writing press releases, and sharing promotions with partners
- Assemble and write content about local opportunities for monthly e-newsletter
- Track numbers of volunteers at events and public contacts made at these events
- Maintain records for mid-year and end-of-year reporting
- Regularly update volunteer database with volunteer hours and information
- Monitor Facebook page, post updates, and work with Coordinator on responses
- Assist Coordinator as needed

Volunteer Training Tasks:

- Attend trainings and assist with set-up and take-down, attendee sign-in, refreshments, taking photos, presenter timekeeping and potentially help with participant special needs
- Track volunteer sign-ups and communicate logistics with volunteers regularly
- Assist with curriculum, planning, execution, evaluation & reporting for trainings
- Prepare and print meeting agendas, handouts, and sign-up sheets for trainings
- Communicate with workshop presenters and send details and reminders
- Manage training wrap-up tasks including: compile evaluation information, follow-up with presenters, scan and record sign-in sheets, update new volunteer info

Physical Requirements

- Must be able to work in a variety of outdoor weather situations.
- Lift up to 25 lbs., walk, stand, sit, stoop, or climb steps (1 to 2 hours at a time)
- Possess valid driver's license and a reliable vehicle

Application Process

Applications will be reviewed as they are received. Interviews will begin early March with an estimated position start date of March 18, 2019.

Please send your (1) resume and (2) cover letter to amy.brodbeck@wsu.edu, following these guidelines:

- Email subject line: "Application Materials"
- Application materials should be named as follows:
 - "Resume- Last Name"
 - "Cover Letter- Last Name"

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