



Small Acreage Outreach Coordinator

#91645

WASHINGTON STATE UNIVERSITY EXTENSION • RECRUITING THE BEST AND BRIGHTEST

APPLICATION PROCESS:

Screening of complete applications begins

November 5, 2018; applications are accepted until the position is offered.

Applications only accepted at: <https://www.wsujobs.com>

As part of the application process, applicants will be expected to upload:

- 1) a current vitae/resume;
- 2) a cover letter describing how their experience and training supports the major duties, responsibilities and qualifications;
- 3) a writing sample of original creation without co-authors of no more than two pages (sample may be extracted from a longer document);
- 4) and the names and contact information for three professional references willing to provide letters of reference.

For questions about this position, contact: Doug Stienbarger at 360-397-6060 x5742 or stiendm@wsu.edu

For information on WSU Ext., visit: <http://ext.wsu.edu>.

For information on WSU Extension in Clark County, visit: clark.wsu.edu.

POSITION DESCRIPTION:

This position will develop and coordinate educational programs for Clark County residents to increase their awareness of the connection between their property management and non-point pollution of stormwater runoff. The Extension Coordinator will also work with Clark County and other partner agencies, organizations, farmers, and individuals to provide county residents the knowledge and skills necessary to implement management practices that will reduce potential pollution of the county's surface waters. Fiscal work, budget tracking, and grant research as necessary to implement this programming also constitute part of this position. Where gaps or weaknesses exist in outreach/educational materials, this position will research and originate science-based materials or curriculum.

This position reports directly to the County Director of WSU Clark County Extension who will serve as technical consultant and reviewer. The Extension Coordinator will also work with the funder/agency liaison in developing and implementing deliverables. The Extension Coordinator may be asked to train and supervise volunteers as necessary.

This position is a 12month, full-time temporary appointment, renewable depending on funding.

JOB DUTIES AND RESPONSIBILITIES:

- Public Education and Outreach – 50%
 1. Using the generic curriculum developed for the Western U.S., adapt for local conditions, organize and conduct the 12 week Living on the Land: stewardship for Small Acreages (LOL) series. Create and maintain a printed companion curriculum guide for participants of the Living on the Land series.
 2. Using existing curriculum, adapt for local conditions, organize and conduct the 10 week Business Planning for Small Farms series.
 3. Adapt and develop additional curriculum appropriate to local conditions.
 4. Organize, facilitate and/or teach other workshops as appropriate.
 5. Originate materials and presentations for workshops as necessary, working with the County Director or local experts as appropriate. Workshop topics include, but are not limited to BMPs, septic systems and wells, and water rights.
 6. Partner and collaborate with other Extension staff, Clark County Departments (Public Works, Public Health, etc.), and other agencies, organizations, and individuals as appropriate.
 7. Maintain program data base, listserv, and Facebook page.
 8. Coordinate property/farm tours.
 9. Generally promote local agriculture.
- Program Development – 20%
 1. Research and produce factsheets, presentations, video clips, web-based materials, etc., relevant to local issues and program goals.

2. Design and layout printed or PDF materials related to program area and workshops.
 3. Identify, recruit and schedule speakers for program workshops; maintain a speaker's list.
 4. Draft press releases and advertising text, and compile handouts and workshop materials.
 5. Develop incentives to encourage landowner participation, e.g., arranging simple well water tests for nitrates or coliform for septic system workshops.
 6. Suggest and develop new programmatic elements (deliverables) for the annual scope of work.
- Landowner Recognition & Model Properties – 10%
 1. Identify model properties; organize and conduct educational tours for other landowners (peer to peer education).
 2. Identify, evaluate, and recommend properties for landowner recognition program in which landowners receive a "Doing Our Part for Clean Water" sign.
 - Impact Evaluation and Project Reporting – 10%
 1. Collaborate with County Director to design surveys and other evaluation material to determine knowledge changes and behavioral changes by program participants.
 2. Administer, compile, and analyze survey and evaluation data.
 3. Make recommendations on program effectiveness, improvements, and changes.
 4. Draft quarterly and annual reports in consultation with the County Director.
 5. Manage and track program purchases and budget expenditures.
 6. Assist County Director with development of annual scope of work and program budget.
 7. Research alternative funding and grant opportunities.
 - Best Management Practices (BMPs) Guidelines – 5%
 1. Become familiar with BMP guidelines established by the USDA's Natural Resource Conservation Service electronic Field Office Technical Guide (eFOTG) and supplemental materials, locally relevant materials from WSU, OSU, other regional land grants, as well as those materials from regional agencies and organizations (e.g., Conservation Districts, Metro, etc.).
 2. Maintain and update relevant informational sources for program participants and clients.
 3. Maintain and utilize a database/spreadsheet of former and potential participants in the small acreage program to provide appropriate information.
 - Other – 5%

Perform other duties as assigned in support of extension programming

MINIMUM QUALIFICATIONS:

1. Bachelor's degree and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis
2. Experience in environmental education and outreach, including organizing and implementing workshops.
3. Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint.

ADDITIONAL REQUIREMENTS:

Experience in environmental education and outreach, including organizing and implementing workshops.

Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint.

Ability to travel year-round using own reliable transportation (mileage reimbursed) is required.

Evening and weekend work in communities is required.

While using a private vehicle for official business, the successful candidate must obtain current automobile liability insurance (meeting the requirements described in RCW 46.30.020, and RCW 46.09.090) and possess a valid driver's license.

Understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Affirmative Action Plan, and all pertinent rules and regulations.

PREFERRED QUALIFICATIONS:

Knowledge of non-point pollution, water quality issues, and nonpoint Best Management Practices (BMPs), especially as they relate to small acreage management.

Familiarity with or knowledge of small farms and food system issues.

Strong demonstrated written skills requiring limited editing and supervision in preparing reports, evaluations, press releases, synthesis of a broad range of materials, and effective written conveyance of program information to the public and program participants. A skill test may be administered and candidates may be asked to demonstrate their writing abilities by drafting a sample product or demonstrate computer proficiency by creating a sample product.

Experience developing curriculum.

Working knowledge of Adobe InDesign, Photoshop, and Adobe Acrobat.

Strong demonstrated verbal communication skills: public speaking, effective conveyance of program information to the public, program participants, and decision-makers.

Experience working/collaborating with multiple public agencies, NGOs, and individuals in partnerships.

Ability to work and think both independently and as a team member.

Knowledge of land uses in unincorporated areas of Clark County that contribute to non-point pollution.

Knowledge of Clark County ordinances, policies, and regulations concerning the use of land in Clark County as it relates to small acreage management.

Working knowledge of Adobe Presenter and web applications, e.g., Google Maps.

Familiarity with social media.

SALARY:

Starting salary of \$41,760 per year.

LOCATION:

The position is located five miles northeast of downtown Vancouver, Washington (1919 NE 78th Street). The Cascade Mountains to the east and the Columbia River to the west and south frame Clark County's rolling countryside. Clark County's current population is 450,000. Adjacent to Portland, OR, the greater metropolitan area encompasses four counties and a population of 1.7 million. The inland ports at Vancouver and Portland provide an international flavor to the region's easy-going quality of life. The area offers a multitude of recreational, cultural, and educational opportunities for virtually everyone.

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU is committed to excellence through diversity, has faculty friendly policies including a partner accommodation program, and a NSF ADVANCE Institutional Transformation grant (see <http://www.excelinse.wsu.edu/>.)

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.