



Mason County

WASHINGTON STATE UNIVERSITY
EXTENSION



Title: WSU Extension Mason County Water Resources Educator

Type: Temporary Employment

Rate of Pay: \$22.50 / Hour

Hours: up to 19.5 per week - .47 FTE

Application Close Date: Open Until Filled

Start Date: As soon as possible

OVERVIEW:

The Water Resource Program Educator is a temporary position (up to .47 FTE (~20 hours/week (not to exceed 480 hours in a six-month period) located with WSU Mason County Extension in Shelton, WA. The position is responsible for the organization, marketing, implementation, and evaluation of water resource related educational programs, as well as carry out other duties as necessary. Some evening and weekend hours will be necessary.

Responsibilities:

Provide support for water-resource related educational programs. Tasks will include:

- (45%) -Expand participant base
 - Identify new and underserved audiences
 - Develop brochures
 - Write press releases
 - Utilize a wide range of marketing strategies
- (20%) Provide logistical support:
 - Identifying and compiling appropriate educational materials
 - Photocopying, note-taking, data input
 - Identify and contact presenters and facilities for educational workshops.
- (10%) Program Evaluation
 - Short and long term
- (10%) Grant Reporting as needed
- (15%) Attend community events to help promote and communicate about water resources programs and provide occasional environmental education activities to youth and adult audiences

Knowledge Skill Abilities:

- Strong computer skills, including MS Office (Outlook, Publisher, Excel, Word and Power Point), Adobe Acrobat, and a willingness to learn web-page development
- Skills in organizing and expressing ideas in oral and written communication.
- Skills in evaluating procedures and modifying, if necessary.
- Skill in carrying out clearly defined procedures.
- Demonstrated interpersonal, written and oral communication skills.
- Skill in planning, developing, and implementing events and special projects.

- Ability to analyze complex issues, conduct thorough and appropriate fact finding inquiries, reason logically, and articulate sound solutions.
- Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.
- Ability to establish and maintain effective and cooperative working relationships within the Extension office, county government, the university, outside agencies and organizations.
- Ability to effectively handle multiple, complex issues simultaneously.
- Ability to initiate contact with a variety of professionals, including real estate professionals, government employees, university employees, scientists and business people.
- Ability to work independently to accomplish established goals.
- Knowledge of regional water quality issues.
- Ability to reason logically.
- Ability to exercise creativity.
- Ability to interact professionally and courteously with the public.
- Ability to interact well with office staff and colleagues.
- Ability to communicate effectively both orally and in writing.

Work Conditions

- Must be able to work irregular hours occasionally.
- Working on a computer and telephone for extended periods of time in an office setting will be required.
- Must be able to work effectively utilizing shared office space.

Physical Requirements:

- Ability to lift and carry 50 lbs. or less.
- Ability to operate a computer.
- Ability to physically arrange furniture for meetings.
- Ability to travel around the county year-round. While using a private vehicle for official business, the successful candidate must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and will possess a valid driver's license.

Required Qualifications:

- A bachelor's degree in environmental field or closely related field
- Two years of experience in providing educational programs
- Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Desired Qualifications:

- Marketing skills
- Demonstrated ability to use computer, including E-mail and the internet
- Strong organizational skills
- Ability to consistently interact with the public, co-workers, and colleagues in a professional and courteous manner
- Strong word processing skills
- Ability to work independently to accomplish goals set out

- Ability to communicate clearly and effectively, both orally and in writing
- Knowledge of water quality issues in the region
- Ability to work as a team member to achieve desired program results
- Ability to work collaboratively in developing and conducting educational programs

APPLICATION REQUIREMENTS

1. **COVER LETTER** (up to two pages) in which you summarize how your qualifications meet those of the position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, professional work history, volunteer work, research and any related life experiences in your response. Please follow the guidelines below to ensure your cover letter is as complete a summary of your qualifications as possible:

- Please address each of the listed **MINIMUM QUALIFICATIONS**.
- Include a paragraph that summarizes the **PREFERRED** knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications.

2. **PROFESSIONAL RESUME**, including related education, professional work history and volunteer experience.

3. CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK

REFERENCES, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include their title, e-mail address and telephone number.

Send Cover Letter, Resume and References to:

Justin G. Smith, PhD
 County Director
 Washington State University Extension, Mason County
 303 N 4th Street
 Shelton, WA 98584

OR – send email and attachments to:

justingriffis@wsu.edu

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WSU 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.