

BLUE MOUNTAIN LAND TRUST
Education and Recreation Specialist
Position Announcement
January, 2020

Blue Mountain Land Trust is seeking a motivated, creative and enthusiastic person to join its team as a full-time Education and Recreation Specialist.

The Education and Recreation Specialist is responsible for community outreach activities for the Land Trust to build visibility, increase community and member engagement, and strengthen its financial resources.

This Specialist will oversee the Land Trust's education and outreach programs, including *Learning on the Land*, *Nature Kids*, *Farm Kids*, and *Blue Mountain Field Science*, as well as the *Explore Series* recreation program. The Specialist will also assist the Land Trust's *Blues Crew* and support the organization's role in the regional *Recreation Hub* program. In addition to managing these programs, the Education and Recreation Specialist will assist the Development and Marketing Director (or Specialist) in fundraising efforts, including grant writing and sponsorship solicitation.

Responsibilities

- Oversee all education programs to ensure their continued success, high quality programming, relevance to the community, and focus on local and current conservation issues. Ensure that each program serves to engage new members and advance the organization's fundraising goals.
- Oversee the Land Trust's recreation programs to ensure their continued success. Work to expand the vision of our recreational programming in collaboration with the Executive Director and community partners.
- Build relationships with diverse partners by working with community groups to develop joint programming, specifically in regions new to the Land Trust. Think creatively about how BMLT can benefit other local nonprofits and vice-versa.
- Work with the Development and Marketing Director (or Specialist) to engage and sustain membership through outreach activities and programs.
- Coordinate, train and recruit volunteers, and supervise interns in collaboration with the Executive Director and Development and Marketing Director.
- Participate in community-led events to build organization visibility and community relationships.
- Report to and work with the Executive Director to advance the organization's education and recreation programming as well as other identified organizational priorities.
- Develop reports to support organizational governance and decision-making processes.
- Develop and manage program budgets to meet and sustain organizational financial goals.

1. Education & Outreach Programs

- Learning on the Land
 - *Learning on the Land* is an adult-based education program that supports connection with the surrounding environment through an array of nature-inspired workshops, events and field trips.
 - Coordinate, plan and oversee approximately 30 Learning on the Land events per year.
- Nature Kids
 - The *Nature Kids* program is a youth environmental education program in partnership with the Umatilla National Forest. The program encourages children to explore nature through hands-on activities.
 - Develop program curriculum and coordinate, plan and oversee approximately 10 Nature Kids events per year.
- Farm Kids
 - The *Farm Kids* program is a youth environmental and agricultural education program in partnership with Welcome Table Farm. Structured as a summer day camp experience, this program introduces elementary aged children to our local food systems.
 - Develop program curriculum and coordinate, plan and oversee approximately 5 week-long sessions per year.
 - Hire and train program instructors.
- Blue Mountain Field Science
 - The *Blue Mountain Field Science* program is a youth environmental education program designed to engage high school aged students in the natural sciences. Structured as a week-long, field studies course, this program introduces students to the natural processes that have shaped the regional landscape.
 - Coordinate and support program administration in collaboration with program partners (e.g. Whitman College and Gear UP).
- Blue Mountain Master Naturalist Program (subject to plan completion and board adoption)
 - The *Blue Mountain Master Naturalist* program is an adult-based environmental education program designed to equip community members with introductory skillsets that encourage connection with nature. The program introduces individuals to the natural history and natural resources of the Blue Mountain ecoregion.
 - Develop program curriculum and coordinate, plan and oversee a multi-week program.
 - Hire and train program instructors.

2. Recreation Programs

- Blues Crew
 - *Blues Crew* is an all-volunteer trail crew that supports trail maintenance in our service area. The crew works in partnership with the Umatilla National Forest to service identified trails and steward our public lands.

- Support crew through administrative assistance and partnership oversight.
- Explore Series
 - The *Explore Series* is designed to engage community members in outdoor recreation. The series offers a variety of outdoor recreation opportunities at the introductory level to inspire connection to nature and our environment through physical movement and observation.
- Recreation Hub
 - BMLT is currently working to support the development and implementation of a regional Recreation Hub program that serves to promote outdoor recreation opportunities for the communities and visitors of the Blue Mountain ecoregion.

Requirements

- Bachelor's degree in a relevant major or the equivalent of five years of education management experience.
- Strong interest in private land conservation and an appreciation of the landscape of Northeastern Oregon and Southeastern Washington.
- Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of donor and project information.
- Strong interpersonal, verbal, and written communication skills.
- Ability to identify new opportunities and demonstrate continued desire to learn and try new strategies.
- Well organized, detail-oriented, able to set priorities and take initiative without direct supervision.
- Proficient in Microsoft Office.
- Willingness to work weekend and evening hours as needed.
- Valid driver's license.

Preferred Qualifications

- Experience with database management.
- Experience in leading effective programs.
- Ability to make public presentations and represent BMLT to the public.
- Experience with InDesign, Illustrator or other graphic design software.
- Experience with Squarespace or other web design platforms.
- Experience with MailChimp and social media.

Compensation

- Position is 40 hours per week, non-exempt, employment is at-will.
- Compensation is \$40,000 to \$45,000 per year depending on qualifications and experience, 10 paid holidays per year, 15 paid personal leave days per year, employer-paid medical, dental and vision benefits, and employer-paid annual contributions to a qualified retirement plan.

To apply

Please send an email with a cover letter, resume and references to Tim Copeland, Executive Director at tim@bmlt.org.

Please combine all documents in a single PDF.

Applications will be accepted until the position is filled. Interview selections will begin on February 3, 2020.

For more information about who we are and what we do, please visit our website at **bmlt.org**. Blue Mountain Land Trust is an equal opportunity employer.