



Education Program Coordinator

Education Program Coordinator

The Nooksack Salmon Enhancement Association (NSEA) is seeking a dynamic and driven person to join our small team of salmon conservation-minded staff to ensure effective facilitation of our education initiatives and community programming. NSEA is a mission driven organization in which NSEA's board, staff, and volunteers work together to ensure our community is empowered and inspired to steward and care for our surrounding watershed.

This position is supervised by NSEA's Education Program Manager and works closely with NSEA's Education Program Coordinator and Stewardship Program Coordinator. The Education Program Coordinator will implement NSEA's education programs, specifically focusing on our Students for Salmon and Camp Keystone Programs. Coordinator will lead a series of in-class and field experiences for youth throughout Whatcom County while coordinating details for education efforts. The position is approximately 60% field-based and 40% office-based, but varies based on the season. Work weeks fluctuate and will include weekend and evening events. Position starts Monday, January 6, 2025.

A successful candidate will be experienced and excited about facilitating education programming, driven to learn, self-motivated and independently efficient, adaptive in a fast-paced environment, willing to collaborate in a team setting, and passionate about salmon recovery.

About NSEA

The Nooksack Salmon Enhancement Association (NSEA) is a community-based organization focused on engaging our community in salmon recovery through restoration, education, and stewardship. We believe that salmon are an essential part of our environment, culture and economy and we envision sustainable ecosystems with healthy watersheds and habitat conducive to producing abundant salmon that are protected and preserved by a caring and engaged community. Our growing community of support provides momentum as we work together for NSEA's mission to educate, inspire, and engage the community to take action to keep wild salmon here for future generations.

Through on the ground engagement, NSEA programs create active participants by organizing educational workshops and events, designing, and implementing streamside restoration projects, educating students in classrooms and in the field, and recruiting volunteers of all ages to take part in these projects and programs. At NSEA, we work every day to expand the consciousness of our local community to include our streams and the salmon that do and could inhabit them. For more information, please visit our webpage:

www.n-sea.org.

At NSEA, we value integrity, hopefulness, diversity and sustainability. As an equal opportunity employer, NSEA is committed to justice, equity, inclusion and diversity. We do not discriminate based on race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.

Compensation:

This is a full-time, regular, non-exempt position, not to exceed 40 hours per week. Occasional weekend and evening hours will be required. Compensation includes a rate of pay of \$21/hour and a competitive entry level compensation package: holiday, sick and vacation paid time off, medical/dental insurance, and employer matched retirement plan.

Application deadline:

December 5, 2024

To Apply:

Candidates must email a letter of interest, resume, and contact information for three references in a combined pdf (not to exceed 4 pages) to Sarah Brown: sbrown@n-sea.org

For questions, or to request reasonable accommodation in the application process, please email Sarah at sbrown@n-sea.org or call 360-715-0283.



Education Program Coordinator

Facilitate Students for Salmon Programming

Estimated 60% of time

- Facilitate Students for Salmon Programming, including communicating with teachers and facilitating classroom and field programming.
- Recruit, train, supervise, and evaluate Program Interns and position them to facilitate Students for Salmon Program in collaboration with other NSEA Program Coordinators.
- Lead the setup and maintenance of salmon-rearing aquariums in schools throughout the region, including continued training and communication with teachers.
- Spearhead the collection and maintenance of program data, including photos and restoration data.
- Update and maintain NSEA's various databases, tracking volunteers and student engagement performance measures along with creating reports on all education programs and projects.

Facilitate Camp Keystone Programming

Estimated 25% of time

- Assist in the planning, promotion, and facilitation for NSEA's Camp Keystone summer camp program.
- Recruit, train, supervise, and evaluate Program Interns facilitating Camp Keystone, and provide administrative support in collaboration with other Education Program Coordinator.
- Communicate with parents/guardians of campers and maintain camper records through registration software.
- Create engaging newsletters and outreach content for parents/guardians and to share externally.

Organization and Program Support

Estimated 15% of time

- Support additional Education efforts as needed, including teacher workshops and new program initiatives.
- Provide support to other programming efforts, cross training in respective programs, including assisting in Stream Stewards and Salmon Discovery programming.
- Table at outreach booths, assist in the production of outreach materials, conduct public presentations, update social media feeds, and assist with NSEA and community events.
- Attend staff meetings, board meetings, retreats, and NSEA events, as needed.
- Assist in maintenance, organization, and upkeep of program supplies, files, and vehicles.
- Collaborate with other Education Program Coordinator and Stewardship Program Coordinator in a team environment.
- Other duties as assigned.

Qualifications

Required Qualifications

- 18 years or older
- Passion for NSEA's mission
- Willingness to work in both an indoor and outdoor setting, in all types of weather
- Willingness to work independently and on a team
- Skills in time management, organization, and communication
- Valid driver's license and acceptable driving record for the past three years

Additional Desired Qualifications

- Degree in environmental education or similar field, or equivalent experience
- Prior leadership experience in education, public speaking, and/or community outreach
- Experience with NSEA
- Bi-lingual

Final offers of employment are contingent upon the successful completion of a background check that may include employment history, national criminal background check, national sex offender registry search, and a driving check.