



Community Education Coordinator Hiring Announcement

Communities for a Healthy Bay (CHB) is a Tacoma-based environmental nonprofit that engages people to clean up, restore and protect Commencement Bay, its surrounding waters and natural habitat. Knowing that the health of our community is intricately connected to the health of our surrounding environment, we work closely with county and local government agencies, Tribal governments, members of the community, businesses, and other nonprofit organizations to serve as an unbiased positive voice for the health and welfare of Commencement Bay and South Puget Sound.

CHB seeks an energetic, passionate professional to join our team as the Community Education Coordinator. The Community Education Coordinator will be responsible developing and delivering educational programming to both youth and adult audiences to spark the next generation of diverse environmental advocates in Pierce County.

Diversity, equity and inclusion are core values for Communities for a Healthy Bay. We welcome and value a diversity of people, experiences, and perspectives. We embrace and actively encourage participation of people with differences in age, race, gender, socioeconomic status, ethnicity, language, national origin, family or marital status, veteran status, physical and mental ability, sexual orientation, religion and/or political affiliation.

Scope of Work:

The Community Education Coordinator will be responsible for:

- Developing and implementing an innovative experiential education program for youth (approximately 60% of the job);
- Developing and implementing community-building events in collaboration with strategic partners (approximately 30% of the job); and,
- Various administrative tasks as assigned (approximately 10% of the job).

Responsibilities:

- Further develops, maintains, and facilitates CHB's environmental education program for youth by growing our community partnerships and enhancing the curriculum to further emphasize the intersection of environmentalism and social justice.
- Researches current trends in environmental education and environmental justice and incorporates findings into programming.
- Fosters relationships with youth participants and their families to ensure meaningful, ongoing participation in CHB's environmental education program.
- Further develops and maintains CHB's adult education program through experiential environmental education and service events.
- Analyzes program impacts through participant surveys and other means, and adapts programming to fit the needs of the diverse communities across Pierce County.
- Assists in drafting organizational communications materials via social media and email campaigns.
- Assists in grant research, writing, and reporting.
- Promotes, attends, and assists in the execution of CHB's fundraising efforts.
- Undertakes special studies and projects as requested by the Executive Director.
- Ensures the principles of racial and social equity are infused in our work by acknowledging our privileges and bringing underrepresented voices into the conversation to more effectively address the complex issues that threaten the Salish Sea.

Desired Strengths and Qualifications:

- Passion for our mission.
- At least 2 years of professional experience conducting environmental education programs for youth.
- At least 1 year of experience developing, executing, measuring and reporting success of education or outreach campaigns.
- Demonstrated understanding of the intersection of environmentalism and social justice, and a desire to incorporate these concepts into your programming.
- Demonstrated ability to develop and facilitate innovative and creative educational programs for youth and adults.
- Demonstrated competency working with diverse cultures and ability to build trust and create authentic relationships with a diverse range of people.
- Demonstrated proficiency in clear, effective written and verbal communication.
- Demonstrated ability to understand and relay technical information to diverse audiences.
- Strong interpersonal skills, a positive attitude, and comfortability with change.
- Desire to collaborate with a multi-disciplinary and diverse team; a highly organized, curious, and laid-back demeanor works well in our office.
- Desire and ability to learn quickly, be creative and flexible in day-to-day work, take initiative and exercise sound judgment in making decisions and completing projects.
- Ability to pass a background check.
- Possession or ability to possess a First Aid certificate.

Preference will be given to candidates who are:

- Located in, and connected to Pierce County
- Bi-lingual

Working Conditions

Position is based in Tacoma and is a combination of office work (i.e. sitting at a desk using a computer and/or phone for long periods of time), working in different venues across the community including schools and community centers, and the outdoors. The position will be required to work some nights and weekends. The position also requires some travel and a current driver's license, or ability to obtain one.

CHB is currently utilizing a hybrid remote/in-person working structure. We work remotely Mondays, Thursdays, and Fridays, and in-person Tuesdays and Wednesdays. This structure is subject to change as Covid patterns evolve.

Salary/Benefits

The Community Education Coordinator is a full-time FLSA exempt position with a salary range of \$50,000-\$60,000 commensurate with experience. As a full-time employee, the Community Education Coordinator is eligible for competitive benefits, including a progressive accrual of Paid Time Off starting at 26 days annually, and health, dental, and vision insurance.

To Apply

Please email a cover letter and resumé demonstrating your qualifications for this position to [chb \[at\] healthybay.org](mailto:chb[at]healthybay.org). Please include the position title in the email subject.

Review of applicants will be conducted on a rolling basis. The position is open until filled, but it is highly recommended to **apply by 11:59pm on 05/01/2022**. Please note: questions about the position via email or phone are unlikely to receive a timely response, if any.