



Community Education Coordinator Hiring Announcement

About Communities for a Healthy Bay:

Communities for a Healthy Bay (CHB) is a community-driven environmental non-profit organization dedicated to the cleanup, restoration, and preservation of Commencement Bay and the surrounding waters of the South Sound. We do this work because we know that clean water and air are determinant factors to a healthy, thriving community. Our mission is to strengthen this community through the environment, and to actively engage the community in our efforts. At CHB, we firmly believe in the power of science, strategic action, and organizational excellence to drive meaningful change. Moreover, we recognize the power of unity and collaboration in driving positive change. By fostering partnerships with organizations, businesses, and government entities, we can leverage collective knowledge, resources, and expertise to make a significant impact on the health of Commencement Bay and the communities of people in the entire South Sound region.

Position Overview: Communities for a Healthy Bay (CHB) is seeking a passionate and energetic professional to join their team as the Community Education Coordinator. This role is responsible for developing and delivering diverse educational programs to youth and adults across Pierce County, with the goal of cultivating a diverse generation of environmental advocates. It requires a deep understanding of the intersection between environmentalism and social justice, with the ability to incorporate these concepts into educational programming. The Community Education Coordinator will play a vital role in promoting diversity, equity, and inclusion within the organization.

Key Responsibilities

The Community Education Coordinator will be responsible for:

1. Developing and implementing an innovative experiential educational education program for youth and adults (approximately 60% of the job)
 - Research 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.
 - Analyzes program impacts through participant surveys and other means, and adapts programming curriculum.
2. Organizing community-building events in collaboration with strategic partners (approximately 30% of the job)
 - 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.
 - Enhances CHB's adult education program through environmental education and service events.



3. Assisting in grant research, writing, and reporting.
4. Promoting, attending, and assisting in the execution of CHB's fundraising efforts.
5. Assisting the Communications and Marketing Director in drafting content for CHB's digital channels and for in-person events.
6. Undertaking special studies and projects as requested by the Executive Director.
7. Ensuring 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.

Strengths and Qualifications:

The following is a wish list for the ideal candidate – it is not necessary to have all to apply.

- Passion for CHB's mission.
- At least 2 years of professional experience developing and executing environmental education programs for youth.
- Demonstrated ability to develop and facilitate innovative and creative educational programs for youth and adults.
- 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.
- Competency in working with diverse cultures and building authentic relationships with a diverse range of people.
- Proficiency in clear, effective written and verbal communication.
- Ability to understand and relay technical information to diverse audiences.
- Strong interpersonal skills, a positive attitude, and adaptability to change.
- Desire to collaborate with a multi-disciplinary and diverse team, exhibiting organizational skills, curiosity and a laid-back demeanor.
- Quick learning ability, be creative and flexible in day-to-day work, take initiative and exercise sound judgment in decision-making and completing projects.
- Ability to pass a background check.
- First Aid certification or ability to obtain one.

Working Conditions

This position is based in Tacoma and involves a combination of office work, community venue visits, and outdoor activities. Some nights, weekends, and travel may be required. Must have a driver's license or obtain one.

CHB currently follows a hybrid remote/in-person work structure, subject to change based on Covid patterns. We work remotely Mondays, Thursdays, and Fridays, and in-person Tuesdays and Wednesdays.



Compensation:

The Community Education Coordinator is a full-time position with an annual salary range of \$45,000-\$65,000, depending on experience. Full-time employees are eligible for competitive benefits, including paid holidays (13 days), annual sick leave (12 days), vacation accrual starting at 6 days a year, and health, dental, and vision insurance.

How To Apply:

Interested applicants should email a cover letter and resume demonstrating their qualifications to hire@healthybay.org, with the position title in the email subject line. Applications will be reviewed on a rolling basis, and it is recommended to apply by **July 15, 2023**. Please note that questions via email or phone may receive delayed or no response.

Please Note: The organization encourages diversity and inclusion and welcomes applicants from diverse backgrounds. Preference will be given to candidates located in and connected to Pierce County and those who are bilingual.