



## Job Description

**Position:** Program Assistant

**Status:** 30-40 hr/week

**Start Date:** Negotiable: Approximately 4/22/2019

**End Date:** 7/31/2019 (likely longer depending on grant funding)

**Compensation:** \$17.00/hour, Mileage reimbursement, if applicable

**Office Location:** USDA Service Center, Redmond, OR.

The Middle Deschutes Watershed Council (MDWC) is seeking a Program Assistant to support the council's education, outreach, and monitoring programs.

The Program Assistant will assist the MDWC coordinator in watershed council operation and program development, primarily in support of three MDWC focus areas: Education, Outreach and Monitoring. The program assistant will have the opportunity to engage in a wide range of council activities, working hand-in-hand with landowners, educators, and state and federal agency staff to work toward promoting watershed health.

### Duties:

- Assist in planning, developing and delivering environmental education to K-12 students in classrooms and/or field locations in Jefferson County.
- Assist in coordinating program logistics with volunteers, partner organizations, educators, and council staff.
- Manage social media and website updates to keep the public informed about events and projects and conduct community outreach.
- Support the Council Coordinator with general office duties.
- Attend bimonthly watershed council meetings, assisting with meeting notes and presenting about council projects.
- Participate in restoration projects, assisting with planting, logistics and volunteer management.
- Assist with collection and management of water quality monitoring data within the watershed.
- Provide support in grant writing and reporting.
- Develop new volunteer projects, recruit volunteers and plan events that engage the public in watershed stewardship.
- Help represent the council in a professional manner during workshops, conferences, and other public events.

**Required Qualifications:**

- Interest in environmental education/conservation and previous experience working with students in preferably both indoor and outdoor settings.
- Excellent written and oral communication skills, and a demonstrated ability to work independently with minimum supervision and to complete assigned tasks on time.
- Ability to establish and maintain positive collaborative working relationships with others both internally and externally and to communicate with a diverse community.
- Proficiency with Microsoft Office suites.
- Ability to work outside in all weather conditions at all times of the year, often on rugged terrain.
- Reliable transportation, valid driver's license and insurance.
- Complete a background check.

**Preferred Qualifications:**

- Bachelor's degree in natural resources, environmental science, or related field.
- At least one year of successful work experience in education, community programs, and/or youth programs.
- Experience with delivering/providing education to students in some capacity.
- Demonstrated knowledge of local watersheds and watershed issues.
- Familiarity with web design or interest in learning web development skills.
- Familiarity with current GIS software.

**Benefits:**

The Middle Deschutes Watershed Council is pleased to offer competitive benefits for this opportunity to the chosen applicant. This includes health insurance (upon completion of a 3-month trial period), holidays and paid time off.

This position will be housed in the Redmond, OR office with frequent travel to Madras, OR and surrounding areas in Jefferson County. Direct supervision will occur through in-person meetings, email, and other methods, as appropriate. The Program Assistant will gain professional experience directly engaging with professional educators, natural resource professionals, community members and partner organizations, in the planning and delivery of watershed council programs. This position presents multiple opportunities for training and development and the unique prospect to help grow and advance the programs and conservation goals of a small watershed council.

**Application Procedure:**

To apply please submit a cover letter, resume, and three references to [Andrew.neary@or.nacdn.net](mailto:Andrew.neary@or.nacdn.net) by the application deadline of **4/12/2019**.

If you have questions, please contact Andy Neary at 541-699-3202.