



# Job Announcement and Description – Education & Community Outreach Specialist

## Overview

The focus of this role will be facilitating the community engagement and education program at Pine Creek Conservation District. The District is willing to craft the role for interested candidates including setting objectives that would allow for a part-time or full-time work schedule.

Pine Creek Conservation District is in northeast Whitman County and serves the areas in and around Oakesdale, Tekoa, Rosalia, Farmington, Thornton, Malden, Pine City. Our mission is to simultaneously maximize efficient and profitable agriculture and diverse and functional ecosystems by working with residents to voluntarily protect, enhance and restore natural resources in the Pine Creek Conservation District. We aim to accomplish our mission by providing actionable information and education on natural resource conservation as well as technical and financial assistance to support conservation projects. To find out more, you can read our annual and five year plans on our website [pinecreekcd.org/annual-plan-of-work](http://pinecreekcd.org/annual-plan-of-work).

The successful candidate will use a variety of communication, education, and marketing strategies to promote conservation agriculture, habitat preservation and restoration, wildfire resiliency, and other District objectives. They will work closely with District staff and partner organizations in developing and disseminating multi-media content, in-person workshops, volunteer opportunities, public information booths, and classroom education. We are looking for an enthusiastic professional passion for agriculture, conservation, learning, and connection to community.

## Primary Responsibilities

**Outreach Tasks:** Represent the District to provide information on conservation impacts and opportunities to the public. Coordinate outreach at community events using our conservation booth and outreach materials. Present to community members and leaders on ongoing and future conservation efforts at the District at town council, fire district, and other meetings. Maintain and develop relationships with local partners including school districts, town leadership, fire districts to continue working together to generate education or project implementation opportunities.

**Education Tasks:** Deliver existing conservation curriculum for youth and adults in schools, plan and coordinate public events that provide conservation learning opportunities, and support one-on-one conservation assistance.

**Other Tasks:** Reporting for education/outreach outcomes for grants, aid in education/outreach portions of grant writing.

Topics for both education and outreach include conservation agriculture, water quality, soil health, wildlife habitat, community wildfire resiliency, forest health, and backyard conservation. This is a general description of the principal functions of the position. The coordinator will also be expected to provide support to staff that are coordinating efforts in other District program areas.





### Compensation and benefits

\$25-38/hour for a part-time position or \$42,000-56,000/year for a full-time position, depending on experience. Funding for this position is secured through June 30, 2027, continued funding is contingent upon securing future grants.

Full-time position benefits include 13 paid holidays, retirement benefits with the Washington State Public Employee's Benefits Board, annual leave, and sick leave. At this time the District does **not** provide health insurance benefits.

Part-time position benefits include sick leave.

Flexible working hours and hybrid (some home-based, some office-based work) working is acceptable if deliverables are being met.

### Desired Qualifications, Knowledge, and Skills

We are looking for someone who shares our goal in earning the public trust every day and providing high quality customer service. The ideal candidate has exceptional communication and organizational skills, good attention to detail, a creative and self-motivated work style, and an interest in rural lands, agriculture and natural resource conservation.

Proven willingness and ability to learn on the job will be taken into consideration if all desired qualifications aren't met.

#### Required qualifications

- Track record of achieving goals in relevant field including communication, education, natural resources, agriculture, and/or marketing
- Strong creative, organization, communication, and time-management skills
- Experience working with youth and/or adult audiences
- Interest in conservation practices, farming, and environmental science
- Digital literacy including experience with social media platforms, content design software, and spreadsheets
- Strong customer service orientation
- Availability for evening and weekend work (representing the district at community meetings and events)
- A valid driver's license

#### Preferred qualifications

- A BS/BA degree or equivalent experience in a relevant field including communication, education, natural resources, agriculture, and/or marketing
- One or more years of professional experience in a relevant field including communication, education, natural resources, agriculture, and/or marketing



- Understanding of agricultural practices and the agricultural economy
- Understanding of local conservation issues, resource concerns, and conservation needs
- Experience with natural resource education curriculum design.
- Experience with grant writing and reporting
- Experience with government agencies or special purpose districts

## Working Conditions

The Education & Community Outreach Specialist will have access to a desk, telephone, and computer at the District office in Oakesdale, WA. This position requires extensive computer and telephone work as well as travel to offices of partner organizations, events and classrooms. The job may involve occasional lifting, bending, working in cold or hot conditions on rough and uneven terrain. Availability for some evening and weekend work is required of this position, as is occasional travel to attend conferences and training events. Remote working for some parts of the job will be permitted if deliverables are met on time. The District is an Equal Opportunity Employer.

## Job Classification

Depending on the successful candidate's skills and schedule, the Education & Community Outreach specialist will either be:

- a regular full time, non-exempt, salary position averaging 40 hours per week including occasional evening and weekend work
- a regular part time, non-exempt hourly position averaging <30 hours per week including occasional evening and weekend work

## How to Apply

To apply, submit the following as a single pdf file to Casey Lowder, District Manager, by email to [casey.lowder@pinecreekcd.org](mailto:casey.lowder@pinecreekcd.org):

1. A concise letter of application describing why you are interested in this job and how your work and educational experiences relate to the desired qualifications, knowledge, and skills
2. A current resume or CV
3. Contact information (names, emails and phone numbers) of three professional references
4. 2-5 relevant pieces of content that you have created or descriptions of educational experiences you have contributed to

Questions about this position should be directed to Casey Lowder, [casey.lowder@pinecreekcd.org](mailto:casey.lowder@pinecreekcd.org).

Applications are accepted on an ongoing basis and the position remains open until filled. Applications will be reviewed at regular board meetings on the 2<sup>nd</sup> Wednesday of each month starting February 11, 2026.

All programs and services of the Pine Creek Conservation District are offered on a nondiscriminatory basis, without regard to age, race, color, national origin, religion, gender, sexual orientation, marital status, disability, or any other legally protected status under any federal, state, and local laws.

