

**City of EDMONDS
Washington**

Environmental Education and Sustainability Coordinator

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-13
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	May 2015	Reports To:	Recreation Manager

POSITION PURPOSE: Under general direction, plans, develops, organizes, implements, promotes and oversees a variety of assigned City environmental education and sustainability programs, activities and special events.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Hires, trains, supervises and evaluates part-time, seasonal and contracted staff, including assignment of work, schedules, approving and processing timesheets.
- May participate in making recommendations for performance improvement plans, corrective actions, discipline and termination procedures as appropriate/necessary.
- Works interdepartmentally and within the Parks Department Divisions to collaborate/coordinate efforts towards sustainability.
- Collaborates and works in partnership with community groups to provide environmental stewardship.
- Conducts program and policy research; creates and implements new initiatives to enhance sustainable efforts.
- Coordinates programs, staff, instructors and volunteers; schedules facility use.
- Plans and develops environmental education and sustainability programs, activities and special events.
- Applies for and administers grants and sponsorships.
- Oversees the Volunteer Beach Docent program.
- Sets program fees and submits contracts for approval and payment.
- Maintains and monitors assigned budget, provides feedback and makes recommendations for future funds needed for staffing, equipment, materials, and supplies.
- Reviews expenditures and implements adjustments in assigned budget.
- Prepares and distributes marketing and outreach materials including social media and web applications; updates website.
- Evaluates programs through participant evaluations and enrollment statistics.
- Prepares and maintains a variety of records and reports related to assigned programs and activities.
- Prepares and maintains inventories of supplies, equipment, uniforms and other materials as assigned.
- Purchases and orders materials as needed for programs and responds to email and telephone inquiries.

Required Knowledge of:

- Environmental program coordination, development, and administration.
- Ecosystems and habitat preservation techniques and policies and procedures relating to compliance and education issues.
- Techniques, equipment and materials used in promotions and marketing.
- Principles and practices of assessing the needs of the community and individuals.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Federal, state, and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Basic principles and practices of governmental budget administration and monitoring.
- Basic supervisory and training principles, methods and techniques.
- Current issues and trends in environmental sustainability.
- Grant writing techniques and principles.
- Research methods.
- Social media applications.

Required Skill in:

- Planning, developing, organizing, promoting and overseeing assigned City environmental education and sustainability programs, activities and special events.
- Scheduling and coordinating programs and facility use.
- Developing creative and effective promotional and outreach materials.
- Meeting schedules and time lines.
- Planning and organizing work.
- Preparing and maintaining records and reports.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying program/project management techniques and principles.
- Monitoring and administering program/project operating budgets, costs, and schedules.
- Public speaking techniques.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority to volunteers, contracted personnel and others.
- Researching policy and programs.
- Preparing, submitting, and administering grant proposals.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Environmental Sciences, Natural Resources or related field and two years of experience in planning and implementing environmental education and sustainability programs, or other similar programs and activities, developing and presenting specialty or environmental/interpretive programs, and an additional year of promoting various programs through a variety of media, that includes staff lead work and supervisory and program/project budgetary responsibility; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Outdoors for special events, volunteer/stewardship projects.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____