



Benton Soil and Water CONSERVATION DISTRICT

CONSERVATION OUTREACH ASSISTANT

Working Title: Conservation Outreach Assistant
 Reports to: Natural Resource Conservation Program Manager
 Employment Status: At Will Employee
 FLSA Status: Non-Exempt
 FTE: 1.0
 Work Location: Corvallis, OR (potential for hybrid work schedule with some telework)

General Position Summary

The Conservation Outreach Assistant supports District staff in a variety of tasks related to the Invasive Species Program, Native Plant Program, Youth Education Programs, and other duties as assigned. This position will communicate frequently with Benton SWCD staff and other partner organizations to host meetings, conduct site visits, provide education, and coordinate 2 native plant sales each year. This position does not have supervisory responsibilities.

Essential Functions & General Duties

Invasive Species Program (45%)

- Coordinate Benton County Cooperative Weed Management Area meetings and activities
- Provide technical assistance to rural and urban residents, local/state/federal agencies, watershed councils, non-profit organizations, and BSWCD Board/staff related to invasive weeds
- Collaborate with conservation partners and agencies to plan and deliver projects and programs
- Identify outreach needs and opportunities; assist staff in planning events related to invasive weed education such as workshops and field tours
- Identify and assist staff in planning volunteer opportunities related to invasive weed removal
- Support staff in managing/collecting information for grant proposals and reports
- Assist outreach staff in developing brochures, handouts and other promotional materials
- Survey and monitor dozens of locations for oblong spurge, a high priority invasive weed in Oregon; communicate with property owners who may have oblong spurge
- Coordinate weed control treatments with contractors
- Organize data related to landowner outreach, weed treatments, and monitoring

Native Plant Program (25%)

- Work with nurseries to manage orders for annual Winter Plant Sale and Fall Bulb and Seed Sale
- Assist with volunteer recruitment, training, and coordination
- Inventory equipment and supplies
- Assist with customer communications and order management
- Assist with site visits and other requests for assistance from homeowners
- Assist with public communications and marketing in cooperation with Communications and Community Engagement Coordinator
- Help develop outreach opportunities including workshops, webinars, or other events

Youth education (20%)

- Assist with on-site coordination of Salmon Watch programs
- Lead interactive field activities for youth aged 4th-8th grade
- Assist with volunteer coordination, communication, and training
- Communicate with teachers to facilitate field trip preparation
- Help to develop educational materials including curriculum guides, student sheets, infographics, etc.
- Assist with maintenance of program equipment and materials
- Attend community and partner events to lead educational and/or informational activities
- Support management of Community Conservation Grant Program Program

Organizational Support and Professional Development (10%)

- Attend and participate in weekly staff and monthly Board meetings
- Provide monthly staff reports and timesheets
- Support planning processes, as needed, including Annual Budget, Annual Work Plan, Strategic and/or Long-Range Plans
- Procure tools, equipment, and supplies
- Pursue professional development opportunities on current natural resources issues and maintain proficiency in outreach and youth education techniques
- Demonstrate commitment to Diversity, Equity, Inclusion, and Justice in servicing residents of Benton County, collaborating with partners, and collaborating with Benton SWCD staff and directors

Working Conditions & Physical Demands

- This position works both in the office and in the field. Some telework may be available.
- Must be able to carry equipment and lift up to 25 lbs.
- Must be able to do strenuous field work including weed pulling, hiking, etc. for up to 4 hours at a time.
- Fieldwork involves working out-of-doors in rivers, streams and ponds; areas with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Must be comfortable working outdoors in all weather including heat, cold, and rain.
- The office work includes working at a desk, using a computer, or standing at a table. Dexterity and hand-eye coordination are required.
- This position requires travel to conferences, workshops, training sessions, and weekend and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.

Specific Job Knowledge and Skills

- Excellent oral and written communication skills.
- The ability to use a personal computer for information entry and retrieval, correspondence, and development of data spreadsheets and graphs.
- Knowledge of local natural resource concerns.
- Experience in natural resources outreach that includes working one-on-one, in group settings, and public speaking in front of large audiences.
- Confidence in delivering environmental education lessons and leading activities outdoors, both independently and in collaboration with staff and volunteers, for all age groups.
- Excellent social skills including networking, teamwork, and the ability to establish and maintain good working relationships.
- Flexibility and willingness to support the entire BSWCD team as needed.

Minimum Qualifications

- A passion for natural resources and conservation in Benton County.
- The ability to maintain a valid driver's license, vehicle insurance as required by the State of Oregon, and a reliable vehicle for transportation.
- Computer proficiency in Microsoft Excel, Word, Outlook, and PowerPoint.
- Strong customer service skills.
- Ability and willingness to approach and work with diverse community members.
- Public speaking experience including giving presentations, leading workshops and meetings, and drafting lesson plans and agendas.
- Ability to work some evenings and weekends as needed (up to 1-2 times per month)
- Basic understanding of ecology, local ecosystems and plant life, and current natural resource issues in our region.

Desired Qualifications

- A Bachelor's degree with course work in natural sciences, resource management, conservation, environmental education, or a related field.
- Experience with K-12 education including classroom teaching, outdoor school, field trips, camps, or other environmental education programs.
- Some background in plant identification, especially native and invasive plants.
- Experience in collecting field data and maintaining field notes.
- Bilingual in Spanish and English, and comfortable conversing in Spanish and English about natural resources/conservation topics.
- Some experience working with and managing volunteers.
- Experience with graphic design and/or video production, especially using the online design platform Canva.
- Experience with social media communications and management.

NOTE: Any combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered. You are encouraged to apply even if you don't meet all of the minimum or desired qualifications.