

Cacapon Institute

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Education & Outreach Coordinator

Cacapon Institute seeks a full-time, Education & Outreach Coordinator. The successful applicant will focus on two activities: engaging educators and students in **Meaningful Watershed Educational Experiences**; and, engaging current and prospective members in the **Potomac Watershed Partnership**. In addition, the employee will participate in the full range of CI's non-profit activities including watershed research, forestry, green infrastructure, grant writing, and fundraising. CI staff will work closely with the Education & Outreach Coordinator to develop the requisite skills, and comfort level, necessary for success.

Responsibilities

1. Coordinate outreach for Cacapon Institute's (CI's) Meaningful Watershed Educational Experiences. MWEE's are K-12 Project Based Learning activities supported by NOAA Chesapeake Bay Office and WV Chesapeake Bay Program. When hired, the successful applicant will:
 - a. promote CI's Potomac Highlands Watershed eSchool, an award winning online educational tool that promotes watershed education,
 - b. participate in the WV Outdoor Learning Network Initiative, a federal, state, and local partnership of agencies, school systems, and non-profits establishing systemic MWEE in WV's Eastern Panhandle,
 - c. travel throughout the Potomac Basin including WV's Potomac Highlands, the Shenandoah Valley, and Western Maryland promoting hands-on activities that connect classroom lessons with real-world watershed conservation,
 - d. support CI's goal to reduce non-point source water pollution from schoolyards by assisting with the design and installation of Chesapeake Bay Program best management practices.

2. Coordinate outreach for the **Potomac Watershed Partnership**, a collaboration of federal, state, municipal, non-profit, and for-profit partners. The PWP, a USDA Forest Service initiative, is dedicated to restoring the health of the lands and waters of the Potomac River Basin, thereby enhancing the quality of life and overall health of the Chesapeake Bay. When hired, the successful applicant will:
 - a. coordinate PWP meetings throughout the Potomac River watershed including semi-annual information sharing meetings and steering committee meetings,
 - b. travel throughout the Potomac watershed visiting partners to document successes and challenges of their projects to protect and restore the Potomac watershed,
 - c. travel across the Chesapeake Bay watershed to document successful river and watershed restoration and protection practices to bring back to the PWP,
 - d. author periodic information sharing reports and white papers disseminating project partners activities, advice, and/or recommendations, and
 - e. monitor the PWP website and social media outreach to expand the reach of the PWP.

3. **In addition**, the successful candidate must be willing to learn a wide range of skills in support of CI's goal to integrate watershed science and education including, but not limited to: field and laboratory data collection, public outreach and education, newsletter publishing, website design, and media and fundraising campaigning.

REQUIREMENTS

- A desire to engage and educate audiences of youth and adults on the importance of reducing non-point source stormwater runoff pollution
- Bachelors degree, preferably in an environmental science or education
- Exceptional coordination and outreach skills including managing succinct written and verbal correspondence
- An aptitude for planning and problem solving and an instinct for taking the initiative
- Be personable, possess good "people skills", have a desire to travel, and the ability to work irregular hours including weekends and evenings
- Demonstrate working knowledge of MS Office (Word, Excel, Power Point, etc.); and, have the ability to learn project specific software (e.g. ArcGIS, ArcINFO, Adobe Photoshop, Wordpress)
- Have a clean driving record, reliable transportation, and insurance
- Be capable of passing a background check (required by some school systems)
- Enjoy strenuous outdoor activities, occasionally in inclement weather, and have the ability to lift 20 lbs and carry it 50 paces. (A waiver is possible for applicants with special needs.)

COMPENSATION: Annual salary of \$27,000-\$32,000 with holidays, vacation, personal days, and a Health Reimbursement Allowance. CI covers mileage and travel costs, including per diem. There will be a three (3) month probationary period.

Cacapon Institute

Since 1985, Cacapon Institute has promoted positive change in environmental behavior and increased effectiveness of environmental actions. Our science programs address the need for a continuing record of water quality to assess trends, identify problems, and formulate solutions. We have a history of innovation beginning with the 1988 "*Portrait of A River: The Ecological Baseline of the Cacapon River*" that is widely recognized as a national model. We remain on the forefront of Chesapeake Bay science and restoration. Our education programs fill the need for school-based watershed education that, when connected to surrounding community, foster the generational shift in attitude that will achieve the change in behavior that is required to restore the Chesapeake Bay and its tributaries. We have a tradition of fostering and working within partnerships to achieve our goals; we are a member of the West Virginia Tributary Team, Chesapeake Bay Program's Education & Forestry workgroups, Potomac Watershed Partnership, River Network, and other state, regional, and national organizations.

To apply, email ci@cacaponinstitute.org with the subject "Coordinator" and attach (PDF preferred):

- letter of interest in Cacapon Institute's Education & Outreach Coordinator position (generic letters of interest will not be acknowledged),
- resume or CV including school and/or work history for no less than the past three years, and,
- names and contact information for three supervisor-references from work or school.

*We do not discriminate on the basis of race, color, national origin, gender, faith, or sexual orientation.
We strive to be inclusive, regardless of age or disability, and seek a diverse workforce and audience.*

*From the Cacapon River to the Potomac to the Chesapeake Bay,
we protect rivers and watersheds using science and education.*