



# TAHOE

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## RESOURCE CONSERVATION DISTRICT

### **Outreach Specialist**

*Resource Conservationist II*

*Salary range - \$14.00 - \$16.00 Per Hour*

Full time seasonal position from April, 2019 through October 2019

### **Summary Description**

The Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship and knowledge of the Lake Tahoe Region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Tahoe RCD is seeking an Outreach Specialist to coordinate education and outreach efforts on behalf of the Watercraft Inspection Program. The selected candidate will be under the direction of the program manager. The Outreach Specialist will be responsible for coordinating, planning, and attending events, organizing educational outreach activities, managing social media platforms, updating website(s), performing data entry analysis and reporting, providing excellent customer service and interacting with private/public property owners and partners of the Tahoe RCD. Employment under this position is full time seasonal and considered to be "at will," dependent upon the needs of the Tahoe RCD and the availability of funding to support the position.

The Watercraft Inspection Program (WIP) is a well-coordinated, collaborative and successful aquatic invasive species (AIS) prevention effort that provides technical assistance to project partners and residents within the Lake Tahoe Basin and Truckee Region. Tahoe RCD and its program partners, including the Tahoe Regional Planning Agency, work closely together to fully implement this program on public and private lands.

### **Duties and Responsibilities**

- Research, and develop opportunities for outreach within the Tahoe Basin and surrounding areas to support the efforts of the WIP
- Be knowledgeable and actively address questions/concerns at events and educational opportunities regarding the activities of the RCD
- Address comments, questions and concerns from the public via phone calls, email, and social media
- Research, plan, coordinate, advertise and implement outreach activities for local and regional events
- Research, plan, coordinate and implement education activities for K-12 students
- Research trainings and growth opportunities for outreach efforts to stay relevant
- Research, develop and procure outreach and hands-on educational materials
- Maintain and facilitate relationships with partners including public, private and special interest groups
- Attend and contribute to outreach committees for AIS such as the Take Care Campaign, Tahoe Regional Planning Agency (TRPA), Aquatic Invasive Species (AIS) outreach committee, South Tahoe Environmental and Educational Coalition (STEEC), and others
- Track and quantify metrics for outreach efforts, successes, improvements, and short-comings for budgetary and grant reporting
- Assist management as directed
- Data entry, tracking, analysis for registered Tahoe Keepers and Keeper Fleet members
- Update and maintain websites for Tahoeboatinspections.com, Truckeeboatinspections.com, TahoeKeepers.org, and contribute to others such as Tahoercd.org and TakeCareTahoe.org
- Manage, update, and maintain platforms on Facebook, Twitter and other social media for the Tahoe RCD, Take Care Tahoe, and Tahoe Keeper Programs
- Assist in development of outreach materials (e.g. rack cards, pamphlets, signs, etc.)

- Organize and inventory outreach supplies. Pursue and manage new locations for outreach placement
- Stock and supply outreach materials for Watercraft Inspection and Keeper fleet locations
- Assist in creation of e-newsletters, publicity, newsprint articles, press releases, and advertisements
- Design and coordinate the Tahoe RCD annual report
- Represent the WIP for press requests including television, radio, and newsprint
- Provide on-site Tahoe Keeper trainings and certifications
- Ensure excellent customer service is provided

### **Desirable Qualifications**

- A passion for natural resources and conservation
- Knowledge of relevant conservation activities within the Tahoe basin
- Experience in public outreach and customer service
- Experience with graphic design and web development platforms
- Environmental educational training experience or certifications such as Project WET or Project WILD
- Ability to multi-task, manage time, and organize ongoing efforts
- Experience with publications, press releases, and writing
- Possess an innovative and creative mindset

### **Abilities**

- Skills: excellent written and oral communication skills, and ability to apply this knowledge to communicating with the public; familiarity with and/or ability to quickly learn about the RCD programs; familiarity with Lake Tahoe and/or Truckee River Watershed's ecological and social issues; a can-do attitude is a must.
- Ability to: work on your own and as part of a team; work some Holidays and weekends; lift heavy objects, and work for extended periods of time in various extreme weather conditions; exercise sound judgment; communicate effectively with the public; establish and maintain effective working relationships; possess a professional demeanor and presence.
- Possess: basic computer skills including, but not limited to, familiarity with Microsoft Office applications (Word, Excel, PowerPoint, Publisher, and Access), and Google Suite; California or Nevada driver's license and show evidence of a favorable driving record. A DMV printout may be required prior to employment.
- Subject to: background check conducted and requested by the Tahoe RCD.

### **Working Conditions**

Work is performed at a desk (60%), in meetings (10%) and in the field (30%). Position will require flexible work hours when needed (occasional overtime, evenings, weekends, and holidays), with basic work week being Monday through Friday.

### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 50 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to communicate on a telephone, via email, and in person. Ability to properly prepare for long hours exposed to the elements. The Tahoe RCD office is located at approximately 6,226 feet. Summer temperatures can be over 80 degrees and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, and/or odors.

### **To Apply**

Position open until filled. No applications accepted after April 1st 2019. Initial reviews will begin in February, 2019.

Send email with "*Last Name* - WIP Outreach Specialist" in subject line and attach cover letter, resume and 3 professional references to:

Chris Kilian, AIS Program Manager

[ckilian@tahoercd.org](mailto:ckilian@tahoercd.org)