



TAHOE

RESOURCE CONSERVATION DISTRICT

Aquatic Invasive Species (AIS) Outreach and Education Specialist

Environmental Technician II

Salary range - \$16.00 - \$24.99 Per Hour

Full time seasonal position from April through October

Summary Description

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.

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.

As a staff member of Tahoe RCD and working under the direction of the Watercraft Inspection Program (WIP), 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, addressing questions and concerns from the public by phone, email and social media, providing excellent customer service and interacting with private/public property owners and partners of the Tahoe RCD. This position is located in South Lake Tahoe at the Tahoe RCD office. 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. Position will require flexible work hours including holidays, weekends, evenings and will require manual labor.

Essential Functions

- Actively address the public 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
- Attend and contribute to outreach committees for AIS such as the Take Care Tahoe Campaign, Tahoe Regional Planning Agency (TRPA), Aquatic Invasive Species (AIS) outreach committee, South Tahoe Environmental Education Coalition (STEEC), and others
- 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, Instagram and other social media for the Tahoe RCD, Take Care Tahoe, Tahoe Boat Inspections, and Tahoe Keeper Programs
- Represent the WIP for press requests including television, radio, and newsprint

- Provide on-site Tahoe Keeper trainings and certifications

Duties and Responsibilities

- Plan and implement outreach and education efforts for the WIP
- Research and develop opportunities for outreach and education within the Tahoe Basin and surrounding areas to support the efforts of the WIP
- Research trainings and growth opportunities for outreach efforts to stay relevant
- Research, develop and procure outreach and hands-on educational materials
- Assist in development of outreach materials (e.g. rack cards, pamphlets, signs, etc.)
- Maintain and facilitate relationships with partners including public, private and special interest groups
- Track and quantify metrics for outreach efforts, successes, improvements, and short-comings for budgetary and grant reporting
- Data entry, tracking, analysis for registered Tahoe Keepers and Keeper Fleet members
- 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
- Assist management as directed

Minimum Qualifications

- **Experience:** One to two years experience in invasive species, outreach, education or related fields.
- **Skills:** Excellent oral communication skills and ability to apply this knowledge to communicating with the public; familiarity with and/or ability to quickly learn about all Tahoe 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 a team; exercise safe work practices at all times; exercise sound judgment; communicate effectively with the public; establish and maintain effective working relationships; maintain 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 requested by Tahoe RCD.

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

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).

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, kneel 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. Tahoe RCD's office is located at approximately 6,226 feet. Summer temperatures can be over 90 degrees and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, smoke and/or odors.

To Apply

Position open until filled. Initial reviews will begin in February, 2020. 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