



POSITION ANNOUNCEMENT

Education Coordinator for the Water and Environmental Center

November 8, 2009 - Open Until Filled

Walla Walla Community College is seeking applicants to fulfill the role of Education Coordinator for the Water and Environmental Center.

GENERAL RESPONSIBILITIES:

This position reports to the Director of the Water and Environmental Center and is responsible for planning, coordinating and implementing education programs associated with the Center. The Education Coordinator will work collaboratively with College Administration to develop and market new academic and workforce education programs and conduct planned community outreach through seminars, workshops, projects and courses. This position is also responsible for promoting and coordinating environmental education opportunities, including the Watershed Ecology program, with other entities working within the Walla Walla Basin.

ESSENTIAL FUNCTIONS:

- Develop, prepare and teach environmental education and community outreach courses, seminars and workshops.
- Develop and facilitate implementation of the Center's K-12 environmental education goals, strategies and programs, including recruitment and supervision of AmeriCorp volunteers and/or similar support staff.
- Develop educational displays and facilitate the use of technology for interactive learning.
- Work closely with the Confederated Tribes of the Umatilla Indian Reservation to support tribal environmental and cultural education programs and related activities.
- Collaborate with and support community education effort of partner organizations.
- Plan and coordinate marketing and recruitment for certificate and degree programs involving the Center.
- Work with co-locators, appropriate public and private organizations, agencies and community members in furtherance of the mission and goals of the College and Center.
- Assist the Director in developing and implementing strategic plans for operation of the Center, including marketing, communications, work planning and the writing of grants and contracts related to educational programs, displays and demonstrations.
- Perform other duties as required.

COMPETENCIES:

- Act as effective communications link and reliable source of information for others. Keep interested parties informed of changes or new developments and ensure that they receive clear communications.
- Effective organizational and time-management skills. Assess needs, identify objectives, and collect and record relevant information. Prioritize actions that must occur, and establish communication with affected parties.
- Strong interpersonal skills.
- Effectively convey ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader.
- Ability to demonstrate an ongoing commitment to learning and self-improvement.
- Actively contribute to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of program and organizational goals.
- Actively take steps to build cohesive and results-oriented teams; recognize and encourage the behaviors that contribute to teamwork.
- Excellent computer skills, including experience with Excel spreadsheets, presentation software, word processing, and Microsoft Outlook.

QUALIFICATIONS:

- A Master's degree in environmental sciences, natural resources or related field of study, with emphasis on environmental education required.
- Experience developing and presenting curriculum in classroom and/or workshop or seminar settings required.
- Experience working with diverse organizations in collaborative projects and partnerships required.
- Experience developing and delivering presentations in a variety of formats required.
- Experience in grant writing and project management required.
- Experience working with Native American Tribes or in multicultural settings desired.
- Working experience with sustainable environmental practices and/or renewable energy concepts and technology desired.

TERMS OF EMPLOYMENT:

This full-time 250-days professional position is exempt from the provisions of the Fair Labor Standards Act. In accordance with the provisions of the Federal Immigration Reform and Control Act of 1986, Walla Walla Community College hires only United States citizens and aliens authorized to work in the United States. Persons hired must be able to provide acceptable documentation of lawful authorization to work in the United States within three (3) days of employment and official transcripts. Candidate may be subject to a criminal history background check as a condition for consideration of employment.

SALARY:

Annual compensation is \$50,000 to \$60,000.00, dependent on education and experience. The college has an excellent benefit program including medical, dental, life, and long-term disability insurance; paid sick leave; paid vacation leave and retirement plan.

APPLICATION PROCEDURE:

A complete application consists of the following numbered items. Resumes alone will not substitute for an official application.

1. Letter of interest detailing how you meet the qualifications and competencies for this position.
2. [WWCC Administrative Application Form](#)
4. Detailed resume
5. Academic transcripts (*unofficial transcripts are acceptable at time of application*)
6. [Affirmative Action Form \(optional\)](#)

This position will remain open until filled, with the first screening of applications approximately December 1, 2009. WWCC reserves the right and may exercise the option to make a hiring decision at any time. It will be to the applicant's advantage to submit materials promptly in order to be considered for this position. Electronic application materials may be downloaded via the links in the numbered items above or from the WWCC website at www.wbcc.edu. Application materials may also be obtained by contacting the Human Resource Office via e-mail: personnel@wbcc.edu, phone: (509) 527-4323, address: Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362. Completed applications must be submitted to the Human Resource Office via the e-mail or street address listed above. Responsibility for submission of required documents rests with the applicant. Documents submitted as a part of the application process become the property of Walla Walla Community College and cannot be returned. Applicants are encouraged to retain copies of their application materials. Finalists may be invited to the College for an interview at the candidate's expense. The College reserves the right to not fill this position, reject all applicants, reopen the position or make a direct appointment.

EEO/AFFIRMATIVE ACTION/ DISABILITY ACCOMMODATION:

Walla Walla Community College is committed to provide equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Washington State laws against discrimination. The Human Resources Office is accessible to persons with disabilities. If you need accommodation in the application/ employment process, please call (509) 527-4323. TDD (509) 527-4412.

THE COLLEGE:

Walla Walla Community College is a comprehensive institution providing professional-technical, transfer, transitional studies, and extended learning programs at the postsecondary level. Most programs are located on the 110-acre Walla Walla campus site, which was established in 1974. Programs are also offered at the Clarkston Center in Clarkston, Washington; at Department of Corrections Facilities in Walla Walla, Connell and Yakima, Washington; and at other off-campus locations. Over 13,612 students enroll annually. Full-time equivalent enrollment in 2008-2009 was more than 4,977 full-time equivalent students.