

# Cacapon Institute

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February 7, 2017

## Position Announcement Watershed Education Specialist

*We do not discriminate based on 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.*

This position is a full time, permanent, position. The Watershed Education Specialist is funded by, and will support, the U.S. EPA Chesapeake Bay Program and WV DEP Chesapeake Bay Program. The successful candidate will participate in the full range of Cacapon Institute's non-profit activities including science research, tree planting and forest management, reporting, grant writing, and fundraising but, the primary duty is to engage educators and students in Meaningful Watershed Educational Experiences. MWEE are hands-on watershed conservation education. The Institute focuses on 3<sup>rd</sup>-6<sup>th</sup> grade students but offers MWEE to K-12 and college students. The successful candidate can anticipate visiting up to two dozen schools each fall and spring and engaging hundreds of students in classroom education and leading students in real-world c best management practices. BMPs will include rain garden installations, tree plantings, rain cistern installations, and public outreach and education campaigns.

### Responsibilities & Duties Include:

- Capacity to learn a wide range of skills in support of The Institute'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.
- Ability to work independently creating work plans and schedule including occasional evening and weekend work.
- Deliver Meaningful Watershed Educational Experiences (MWEE) in the Potomac Highlands, mostly in West Virginia but programing will include the Shenandoah Valley and Western Maryland as well.
- Engage students, teachers, school administrators, non-formal educators, and parents to use The Institute's Potomac Highlands Watershed eSchool for MWEE learning.
- Organize presentations for teacher Bay Watershed Education & Training.
- Participate in The Institute's Stream Scholars Summer Camp, a week long, multi-state experience for middle school students to introduce them to the Chesapeake Bay watershed, and West Virginia's connection to it.
- Travel throughout the Chesapeake Bay watershed to learn MWEE techniques, share WV approaches, and participate in the U.S. EPA Chesapeake Bay Program Education Workgroup.

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

**REQUIREMENTS:**

- Bachelor's degree, preferably in education, environmental science, or environmental management.
- Exceptional organizational and communication skills including managing succinct written and verbal correspondence; an aptitude for planning and problem solving; and an instinct for taking the initiative.
- Be professional, possess good "people skills", have a desire to travel, and the ability to work irregular hours including weekends and evening.
- Demonstrate proficiency in MS Office including Word, Excel, Power Point, and publisher, and ability to learn project specific software including Google Earth, ArcGIS, Adobe Photoshop, etc.
- Reliable transportation, a valid license and good driving record, and ability to pass a background check (required by some school systems). Capable of strenuous outdoor activity, occasionally in inclement weather, able to lift 50 lbs. for fifty paces, walk three miles, and stand for several hours.

Compensation: \$25-30,000, depending on experience with mileage, overnight accommodations, and/or per diem. The Institute has a six-month probationary period in which the new hire must gain the requisite skills, and confidence, necessary for success. After the probationary period, employee will be eligible for benefits including 7% health reimbursement allowance, one-week vacation, holiday, and vacation pay.

**DEADLINE:** USPS postmark, or emailed to our office, no later than Monday, March 6, 2017.

**TO APPLY:** Please send resume with cover letter and contact information for three references via USPS or email. Cover letter should relate your experiences, abilities, and career objectives to Cacapon Institute's needs and programs. Generic or non-specific letters will not be accepted.

No phone calls please.

Send application or written inquires to [CI@CacaponInstitute.org](mailto:CI@CacaponInstitute.org)