

TEP's Community Engagement Coordinator



We're looking for a Community Engagement Coordinator to join the TEP team in Garibaldi, OR.

TEP is a 501c(3) non-profit organization dedicated to the restoration of Tillamook County's estuaries and watersheds through active stewardship, scientific inquiry, community engagement, and education. We follow a Comprehensive Conservation and Management Plan ([CCMP](#)) to implement our 10-year action agenda. TEP's projects include tidal wetlands restoration, fish passage barrier removals, a native plant nursery, water quality monitoring and improvement, K-12 environmental education, Explore Nature events, and much more.

Each year, we host the Children's Clean Water Festival, where every fourth grader in Tillamook County comes together for a day of experiential education about the waterways that surround them. [This event](#) brings together more than 250 students and over 100 volunteers. TEP co-organizes the [Tillamook County STEAM Network](#) and hosts the [Explore Nature Partnership](#).

Below is the detailed Community Engagement Coordinator position description. Scroll to the last page for instructions on how to apply.

Overview of Position

The Community Engagement Coordinator (CEC) position is an integral part of Tillamook Estuaries Partnership's high-performing team, and its primary objective is to enhance the organization's visibility and impact within the community.

The CEC accomplishes this objective by planning and leading events that connect people to the work we do and the natural resources we strive to protect; promoting STEAM education and environmental stewardship; cultivating a vibrant and engaged volunteer

How does this role support TEP's mission?

The Community Engagement Coordinator engages people of all ages and provides opportunities for environmental stewardship to create successive generations of residents and visitors who will care for the future vitality of Tillamook's estuaries and watersheds. The CEC's activities directly align with one of TEP's overarching goals: "Foster awareness of Tillamook County's estuaries and watersheds, engage in problem-solving, and take action to conserve and enhance our natural resources."



What is the role accountable for?

- Organizing TEP's community engagement events and reviewing events for accessibility
- Providing experiential learning opportunities, including leading the Children's Clean Water Festival
- Co-Facilitating the spring Tillamook County STEAM Network meeting
- Facilitating the Explore Nature (EN) partnership and EN events hosted by TEP
- Developing and reviewing content, check out system, and awareness campaigns for TEP's educational kits
- Developing and implementing a volunteer recognition program; organizing TEP's Bloomerang Volunteer account; and recruiting, training, and managing volunteers for events and ongoing community programs
- Representing the organization at partner-led community engagement and environmental stewardship events
- Consistently reviewing programs for accessibility barriers (physical accessibility, supporting translation, analyzing market gaps, etc.)
- Developing, implementing, and administering an internship/workforce development program at TEP's new Estuary Science Center; mentoring each cohort
- Writing grants to support programs and local educational partnerships

How do we measure success?

- Robust community attendance at TEP events (representation from wide range of communities)
- Active volunteer participation in ongoing community programs and creation of new volunteer opportunities
- TEP is highly visible and actively engaged at strategically selected partner-led events
- Annual Key Performance Indicators (KPIs) are reviewed by TEP leadership, and all job-related goals are being met
- Annual TEP workplans are submitted to EPA and all organizational goals are being met

Job Specific Responsibilities

- Work as part of TEP's team to implement our communications and outreach strategies and, by extension, support TEP's Comprehensive Conservation and Management Plan (CCMP) via the strategic communications plan
 - Facilitate Explore Nature program (e.g. partner meetings, seasonal calendars, shared event reservation system, website); develop, lead, and advertise TEP's Explore Nature events programs that connect restoration and recreation activities
 - Organize and direct all aspects of TEP's educational events (e.g. Estuary Week activities, Explore Nature, Children's Clean Water Festival)
 - Coordinate and continuously improve existing TEP Children's Clean Water Festival; including, but not limited to, in-classroom presentations, communications, volunteer management, logistics, and leading activities that connect to the importance of clean water in relation to TEP's mission
 - Exercises independent judgment in developing partnerships, negotiating program scope with external stakeholders, and making recommendations that influence organizational outreach strategy and resource allocation



- Develop and implement event and community engagement strategies, with authority to recommend and adjust approaches based on data and organizational priorities
 - Lead the collaborative effort with other staff to put into action a formal volunteer management program, including recruitment, training, recognition, and retention; manage TEP's transfer from VolunteerLocal to Bloomerang Volunteer
 - Support high school CTE programs and work to implement an internship program that connects with regional community colleges, universities, and students who have not pursued higher education
 - Ensure educational kits are up to date; develop and implement awareness campaigns; manage checkouts and inventories
 - Co-facilitate coordination of Tillamook Coast STEAM Network meetings
 - Develop strategic plans for participating in partner-led community engagement events that amplify TEP's mission; represent TEP during planning and implementation of those events
 - Develop and implement event and community engagement strategies, with authority to recommend and adjust approaches based on data and organizational priorities
- Expand existing partnerships and initiate new partnerships with community organizations, agencies, municipalities, and other groups focused on CCMP-related initiatives through events or activities. Proactively cultivate relationships to provide new opportunities for engagement and encourage community-wide conservation ethic, create opportunities for education, and build connections between the community and watershed stewardship
 - Analyze program performance data and independently identify and implement strategic improvements to increase engagement and effectiveness.
 - Provide social media content in support of TEP's Communications Plan. Work collaboratively with TEP's Communications Coordinator.
 - Incorporate accessibility and local interests into community engagement programs
 - Participate in grant fundraising efforts to implement community engagement programs and support partners in collaborative grant applications, including, but not limited to, budget development, grant submittals, award agreements, development of subcontractor scopes of services and requests for proposals, selection criteria, contract management, invoicing and payments, report requirements, tracking mechanisms, and outreach content development.

General Responsibilities

- Support TEP staff, Board of Directors, and partners in the development, implementation, and reporting of TEP's CCMP, 5-year strategies, and annual work plans.
- Represent TEP at meetings, committees, conferences, workshops, and events as needed
- Communicate TEP's achievements through talks, reports, quarterly newsletters, website content, and social media postings. Tailor content to audiences, display information clearly, and with high impact
- Support TEP- and partner-led water quality, restoration, monitoring, nursery, and community engagement programs
- Any other duties as assigned



Employee Core Competencies

- Event Planning & Facilitation
- Communication & Public Speaking
- Relationship Building & Networking
- Facilitation & Group Management
- Cultural Competency & Inclusivity
- Data Analysis & Reporting
- Program Evaluation
- Volunteer Engagement

The Right Fit, rather than a Perfect Fit

Studies have shown that underrepresented people often do not apply for technical jobs unless they feel they meet every qualification or requirement listed in a job description. Conversely, people with identities overrepresented in these fields often do not hesitate to apply for jobs even if they do not meet all stated qualifications. TEP does not expect one person to perfectly fit the CEC job description before holding a similar position for several years. TEP wants the *right* fit for both the employee and TEP. Prior experience may be transferable, even if it is outside what is described herein. Training and professional development are available to TEP employees to help improve skills. Passionate and interested people with the core competencies listed above are encouraged to apply.

Minimum Requirements

- Two years of experience implementing engagement programs and events with a natural resource focus
- Proficiency with Office software, especially Word, Excel, PowerPoint, Outlook, and Adobe or other similar software
- Reliable transportation to/from TEP's office that does not interfere with the hours required for this position. (This can include public transportation.)
- Proof of a valid driver's license and current auto liability insurance. These are required (i) prior to driving any TEP-owned vehicle and (ii) prior to driving any vehicle, including a personal vehicle, for any TEP-related business. Having a personal vehicle is more convenient for the CEC position, but it is not a pre-employment qualification.
- Must pass (i) TEP's criminal background check and (ii) all other school-related background checks that may be required to implement the Children's Clean Water Festival program.

Preferred Skills and Experience

- Bachelor's degree in biology, chemistry, environmental sciences, ecology, engineering, or other related sciences; or in environmental education.
 - Extended work experience, Peace Corps, and related military service may substitute for a four-year bachelor's degree. Rule of thumb: at least one year of transferable experience per year of university/college.
 - Associate degree in disciplines similar to those listed above, plus two years of relevant work experience, may substitute for a bachelor's degree.
- Demonstrated experience running and facilitating large events with 200+ attendees
- Experience coordinating large groups of volunteers
- Experience working with working in rural communities with varying interests and needs



- Demonstrated proficiency in grant-writing or other fundraising efforts
- Experience managing program budgets
- Familiarity with Canva, InDesign, or other similar software
- Familiarity with Oregon state benchmarks for STEM literacy
- An understanding of traditional ecological knowledge and place-based learning
- Conversational Spanish

Desired Attributes throughout Tenure in this Position

- Comfortably works with all age groups and abilities: community members, partners, teachers, school children, interns, incarcerated youth, etc.
- Displays a positive attitude toward and enthusiasm for participating on high-performance teams
- Strong collaboration skills, ability to motivate others, build consensus, and follow through with group decisions
- Effective communications (e.g. respectful and courteous in all verbal and non-verbal communications)
- Prioritizes tasks to manage projects, adapting as needed to changing priorities, deadlines, and instructions
- Self-motivated and able to carry out tasks and respond to situations as they arise with minimal supervision
- Understands and continuously learns about a broad range of issues related to habitat restoration and living resources, and is able to condense that knowledge into forms that are easily understood by partners and the public
- Demonstrates a concern for accuracy (e.g., close attention to detail during planning events with complex scheduling matrixes, student needs, data entry, and spreadsheet management)
- Demonstrates a concern for effectiveness (e.g., proactively analyzes current procedures and adapts to changing needs in a timely fashion)
- Demonstrates integrity and ethical behavior
- Works in an economically, socially, and environmentally sustainable manner

Work locations (Where & Getting There)

Work shall be performed primarily at TEP's main office, currently located at 613 Commercial Avenue, Garibaldi, OR 97118. The main office may temporarily move, within Tillamook County, during construction of the new Estuary Science Center. Upon completion of construction, TEP's main office will relocate to Bay City, Oregon.

TEP's Current Main Office - Located in the Port of Garibaldi. Public transportation buses do not come directly into the Port of Garibaldi. Getting between the TEP office and the nearest stop requires moving approx. 0.4 miles through the Port (some sections of roadway do not have sidewalks) and over railroad tracks. Traffic can be heavy at times with lumber trucks, recreational fishing boats on trailers, passenger vehicles, and the Oregon Coast Scenic Railroad train. (Tillamook County is a small, rural community with bus services, but without Uber or Lyft, and extremely limited taxi service.)



Field Locations – Workspaces in the field may be almost entirely open to the elements. Must be comfortable working in all weather conditions, year-round, throughout Tillamook County, and ready to make adaptive plans for adverse weather. The CEC may sometimes drive on unpaved, logging roads outside of cellular service for certain restoration activities. Will have access to emergency satellite communications and emergency supplies in case of breakdown, but must be prepared and self-reliant to handle these situations.

Native Plant Nursery – Project work may occasionally be required at TEP’s Native Plant Nursery, located in the Port of Tillamook, adjacent to the Oregon Youth Authority (OYA) Camp Tillamook, a minimum-security youth detention facility.

Work Hours (When)

TEP’s full-time staff typically work four 10-hour days each week, 7:00 am – 5:30 pm, Mondays through Thursdays. Options include (i) an alternate four 10-hour workdays per week, Tues-Fri; and (ii) an alternate five 8-hour workdays per week, Mon-Fri.

This position frequently runs events in the evenings and weekends. The CEC is eligible to work an alternative schedule in order to accommodate personal/family needs.

This position is eligible to work a hybrid schedule in accordance with TEP’s Workplace Policies and may work up to half of the regularly scheduled work hours remotely from a home office. An alternative work schedule and the hybrid option are each contingent upon workload and job performance, and are at TEP management’s discretion.

Work Environment

Work assignments may require sitting, recording and entering data, typing, bending, pulling, reaching, walking/moving along uneven surfaces and in rough terrain, lifting up to 30 pounds, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.

Work Rules

This position is subject to all TEP policies, including, but not limited to, those provided in the Employee Handbook, Fiscal Policy, safety protocols, and standard operating procedures (SOPs). This position is subject to pre-employment background checks and periodic background checks during employment.

Work Travel

Travel during work hours for this position will usually be less than 100 miles per month. TEP currently has only one vehicle, which is typically unavailable for this position.

- TEP reimburses those employees who are pre-approved to drive their personal vehicles during company-related travel, excluding commuting to and from work, at the IRS standard mileage rate.
- The CEC needs to show proof of a valid driver’s license and automotive insurance at the time of hire, and maintain a valid license and insurance for the duration of employment with TEP.



Reasonable accommodation will be made for employees who do not drive or who do not have a personal vehicle but are required to travel during work hours for TEP-related business.

Salary and Benefits

The salary range for this position is \$60,300 - \$71,900 per year, based on a 40-hour work week. Actual offer of compensation shall be dependent upon experience. TEP processes payroll on a monthly basis.

This position is eligible for enrollment in TEP's comprehensive benefits package. Details on benefits can be provided to candidates during the interview process. An overview of TEP's current benefits package for full-time employees includes:

- Medical, Dental, Vision Insurance (TEP pays 100% for employee, 80% for spouse and dependent children)
 - Retirement Program – TEP contributes an additional 7% of the employee's salary into a 401k, with tiered vesting structure based on years of employment with TEP; employee may also contribute to 401k)
 - Holidays – 10 federal holidays plus 2 floating holidays
 - Vacation – Approx 10.5 days per year (accrual system to be explained upon hire)
 - Professional development/training budget: \$1250 per year (funding dependent)
-

Application Process:

To apply, please submit the following documents as either .pdf or Word files by email:

1. A resume. Applicant's contact information must include mailing address, phone number, and email address.
2. A statement of qualifications and interest. The statement of qualifications should describe the applicant's relevant experience and interest in the position and should not exceed two full, single-spaced pages.
3. Three professional references. Each reference must include the person's name, email address, phone number, and the person's affiliation (linked to your resume).

Please email application materials to Allyson Gardner, Development Director at info@tbnep.org. **Applications will be accepted until 5:00 pm (Pacific Time), Friday, May 29th.** Incomplete or late applications will not be considered.

Please let us know how you heard about this position. This information helps us track what outreach is most effective!



TEP will review applications in June. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process. Interviews will be conducted in person or via Zoom, depending on the applicant's location. The preferred start date for this position is July; the exact date shall be agreed upon by the successful candidate and TEP.

Tillamook Estuaries Partnership is an equal opportunity employer. TEP does not discriminate on the basis of sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran or military status, disability, sexual orientation, or any other characteristic or status protected under applicable federal, state, or local laws in the administration of its programs or activities. TEP does not harass, intimidate, or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose actions prohibited, by the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights

