



Science Education Coordinator MOUNT ST. HELENS INSTITUTE

Position: Science Education Coordinator
Compensation: \$37,600 annual salary. Benefits include health insurance (50% employee and family), SIMPLE IRA retirement plan with 3% employer match, two-weeks paid vacation, federal holidays, one-week paid time off between December 25 – January 1, and paid sick leave.
Term of Employment: Salaried, full time, exempt
Closing Date: January 6, 2019
Start Date: March 1, 2019

SUMMARY:

The Mount St. Helens Institute's (MSHI) Science Education Coordinator coordinates and implements culturally relevant youth science education programs both onsite and in local communities. The Science Education Coordinator will additionally support Science and Learning Center rentals and other MSHI uses of the facility. Supervised by the Science Education Manager, the Science Education Coordinator will ensure that programs are professional, accurate and engaging, and are supportive of MSHI's diversity, equity and inclusion goals. Programs include: Volcano Outdoor School, Volcano Outdoor School for All, Kaboom in the Classroom, summer camps, GeoGirls, and other youth-focused community engagement events. The Science Education Coordinator will communicate and work with teachers, partners, seasonal staff and MSHI leadership staff. For more information about programs, events and volunteer efforts, visit our website: www.mshinstitute.org. Join us in engaging youth of all backgrounds in this exciting landscape!

DUTIES AND RESPONSIBILITIES:

- Program Coordination (60%)
 - Provide professional communication with youth groups, parents, teachers and rental groups to prepare groups for their visit and quality learning experience.
 - Organize and maintain program supplies.
 - Coordinate logistics for education facility maintenance.
 - Coordinate and organize data, reports, photos and other forms of program documentation.
 - Work with Science Education Manager to evaluate and develop culturally relevant science and outdoor curriculum for K-12 age groups.
 - Co-develop and update communication and other program documents (i.e. information packets, registration forms, survey).
 - Assist with marketing and outreach for youth education and rental programs.
 - Co-develop staff and volunteer training.
- Program Implementation (40%)
 - Facilitate engaging and relevant youth (and occasionally adult) education programming and rental experiences. Education programs include day and overnight learning experiences for K-12 ages. Rental experiences are one day to multi-day groups that include tour buses, universities and special events.
 - Prepare supplies, grocery shop, prepare meals for groups and clean facility after groups. (We do not have cook or cleaning staff, but instead share this responsibility between all education staff).

- Assess and manage program risks.
- Represent the Mount St. Helens Institute at community events, workshops, conferences and partnership meetings.
- Assist with other programs (volunteer, community and guided) as needed.
- Leadership
 - While this position is not a supervisory position, the Science Education Coordinator will mentor and support seasonal education staff and education volunteers.
 - Work with Science Education Manager to compile reports, and develop and evaluate education programs.
- As a small non-profit, we all wear many hats. There will be other duties as assigned.

REQUIRED QUALIFICATIONS:

- Minimum two (2) years' experience in informal youth education.
- Demonstrated ability to work well with people of diverse backgrounds, ages and cultures.
- Excellent communication skills including public speaking and writing and editing.
- Demonstrated computer competency.
- Enthusiasm for the mission of the Mount St. Helens Institute.
- Ability to pass a background check.
- Have a valid driver's license with an acceptable driving record for the past three years.

IDEAL CANDIDATE WILL:

- Be a thoughtful, diplomatic communicator with the ability to work collaboratively, navigate difficult conversations, resolve conflicts and build trust and confidence in others.
- Be able to think critically and solve problems.
- Have excellent time-management, organizational and planning skills.
- Be able to inspire staff and volunteers.
- Be flexible to changing hours, pressures and deadlines, and an evolving organization.
- Demonstrate cultural competency.

ABILITIES: Regular office and computer work is required. Ability to transport supplies of up to 30lbs. Applicants should be able to work outdoors, feel comfortable camping, and hike up to 3 miles in a variety of weather conditions. Driving to locations around Mount St. Helens (up to 4 hours) is common. The Science Education Coordinator must possess a valid driving license and pass a criminal background check.

WORKING HOURS: This is full-time position with some weeks exceeding 40 hours. Evening and weekend work will be required throughout the busy seasons (Spring-Fall), and occasionally at other times during the year. Additional work is outdoors throughout the Mount St. Helens National Volcanic Monument under a wide range of weather conditions and in schools and other community places. Extensive single-day and overnight travel around southwest WA will be required in a personal vehicle with mileage reimbursement.

LOCATION: The Science Education Coordinator will be based at the Mount St. Helens Institute office in Amboy, WA. Telecommuting may be available on a sporadic basis. This position will also require significant work at the Science and Learning Center, located 43 miles east of Castle Rock, WA. Amboy, WA is a rural community approximately 40-50 minutes northeast of Vancouver, WA. There are small cities – Battle Ground, Woodland and others – between Vancouver and Amboy.

ABOUT US: The Mount St. Helens Institute is a non-profit organization dedicated to advancing understanding and stewardship of the earth through science, education and exploration of volcanic landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely with the Mount St. Helens National Volcanic Monument staff on a daily basis and operate under US Forest Service special use permits.

OUR COMMITMENT: The Mount St. Helens Institute fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. In order to do so, we ensure that all employees work in an environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation, or disability. This institution is an equal opportunity provided. Review the Mount St. Helens Institute's [Diversity, Equity and Inclusion Statement](#).

TO APPLY:

Apply no later than January 6, 2019 at 11 PM.

Email the following items to apply@mshinstitute.org.

- Subject Line: "Last Name" Science Education Coordinator
- Cover Letter (name the file as follows "Last Name First Name" Cover Letter)
- Resume (name the file as follows "Last Name First Name" Resume)

Please no phone calls! You may email us with questions.