

JOB ANNOUNCEMENT

Position Title:	Environmental Education Coordinator
Application Deadline:	Friday, January 21, 2022
Position Availability:	Immediate Opening
Location:	Oceanside, CA (Travel throughout Southern California)
Position Type:	Full-Time, Regular
Position Pay:	\$20 - \$24/hour, depending on experience
Benefits:	Company contributions to health, dental, and vision programs, 401k, Paid Time Off, Paid Holidays, Volunteer Time Off, Employee Assistance Program

About the Company

Action Research is a behavior change consulting firm. We specialize in the application of social science research to outreach programs that promote safe, healthy, and sustainable communities. Founded in 2001, Action Research has international recognition as a pioneer in developing effective community-based social marketing programs. Our global clientele includes dozens of governmental agencies, non-profit organizations, and private companies who seek to promote sustainability. Our work has been highlighted in the media, presentations, and publications. Our work is featured in the book *Social Marketing to Protect the Environment: What Works*. All senior staff members have graduate-level degrees in the behavioral sciences and extensive experience in survey and sampling methods, strategy development and research designs.

Position Summary

This position is responsible for promoting, coordinating, and implementing environmental education activities in school (K-12) and community settings that are designed to promote public understanding of the value and importance of watersheds, natural habitats, water conservation, species conservation, waste reduction, and other sustainability topics.

Minimum Skills and Qualifications

- Bachelor's degree in environmental science, natural science, environmental education, or related field;
- Two or more years' experience teaching youth in an education setting required; experience with full range K-12 students preferred;
- Ability to educate, inspire, and empower audiences of all demographics;
- Ability to exercise cultural competence and best practices in inclusion;
- Technical understanding of environmental issues such as recycling, water quality, energy, litter reduction, and related topics is strongly preferred;
- Effective communication and behavior management skills for diverse audiences;
- Commitment to working in a team environment and independently;
- Strong computer literacy required: MS Office (Word, Excel, Power Point, Publisher); and,
- Strong organizations skills and attention to detail.

Position Requirements

- Reliable transportation and current driver's license and insurance;

- Ability to pass a background check;
- Proof of COVID-19 vaccinations and booster shot;
- Willingness to comply with school requirements such as First Aid and CPR certification, Live scan fingerprinting or vaccinations;
- Ability to speak a second language is desirable; and,
- Flexibility with start and end times and weekend availability to accommodate scheduled outreach when necessary.

Primary Responsibilities

- Develop and deliver engaging and informative educational presentations to K-12 classrooms, youth groups, and adult groups, on water quality protection, watershed education, waste reduction, recycling, and other topics;
- Develop and cultivate positive relationships with schools, community groups, clubs, and agencies;
- Support the Project Manager with development and implementation of new and ongoing social marketing projects;
- Draft content for a variety of outreach materials, including emails, flyers, and websites;
- Assist with focus group recruitment, coordination, and facilitation;
- Maintain records and data sheets related to site visits or educational programming;
- Assist with the preparation and editing of project reports and materials;
- Communicate project status, obstacles, and process to Project Manager; and,
- Maintain a schedule with a minimum of 75% client-billed time, and a maximum of 25% administrative time.

Application Instructions

Please submit the following documents by email to Melanie Stubblefield (stubblefield@actionresearch-inc.com):

- 1) Resume or CV; and,
- 2) Cover Letter describing your interest and fit for the position.

Position will close on Friday, January 21, 2022

COVID-19 considerations:

Staff are currently working on-site and remotely following COVID-19 protocol.

Equal Opportunity Employer



3630 Ocean Ranch Boulevard, Oceanside, CA 92056 | [760.722.4000](tel:760.722.4000) | www.actionresearch-inc.com