



Job Title: Education & Outreach Specialist

Work Schedule: Half-time contract position, 15-20 hours per week (variable/flexible). Flexible work schedule, with some evenings and weekends required for events and outreach activities.

Location: Applicant must be based on or near Fidalgo Island, WA or have a reliable ability to commute to this location as needed.

Time Period: Half-time Independent Contractor (non-employee). Contract term is one year, please see “Contract Terms” below for more details.

Compensation: 20hrs/wk total, contracted half-time position (non-employee): \$25 - \$35/hr Dependent on experience (DOE) for approximately 12 hours/week for general activities, \$50/hr for approximately 8 hours/week (due to specific project grant funding for “Fix-It Days”)

Deadline for applications: The position will be open until filled; the first review of applications will be Wednesday, July 31st, 2024.

Summary of Duties: Transition Fidalgo is seeking a passionate individual to join our team as a Part-Time Education and Outreach Specialist. This role supports our mission to foster resilient communities in the face of climate change. The successful candidate will assist with developing and implementing educational programs, coordinate outreach activities, and be the public face of Transition Fidalgo’s community image.

Specific Duties include:

1. Maintain and oversee organizational communications, including social media management and updates to the WIX website.
 - a. Ensure a strong presence in local media, such as newspapers and websites.
2. Lead event coordination, both collaboratively and independently, covering volunteer coordination, event planning, implementation, and marketing/promotion.
3. Manage the annual event schedule, including booking relevant speakers for quarterly potluck meetings.
4. Develop, maintain, and strengthen relationships with Fidalgo Island community members, regional and state agencies, organizations, schools, and businesses focused on local environmental and climate issues.
5. Manage project coordination and deliverables tracking for Fix-It Days Repair Cafes activities, including:
 - a. Oversee project tasks to ensure alignment with budgetary guidelines under our Department of Ecology grant, including providing detailed and timely project and financial reports to grantors.

- b. Conduct advertising campaigns and develop relationships with new and existing venues and partners.
 - c. Enhance the informational booth and materials to educate the community about repair services.
 - d. Engage and inform community members at the booth during events.
 - e. Coordinate Fix-It Days collaboratively with the Project Manager and volunteers.
 - f. Communicate with event organizers, such as Farmers Market Managers, for smooth event operations.
6. Provide support for ongoing projects, including ACFL Forest Monitoring, Anacortes School District garden projects, Share the Bounty boxes, Seed Saving, and Fix-It Days, with each project coordinated by its respective volunteer project manager.

Required Skills

- Bachelor's degree in a related field, preferred.
- Proficiency in social media management and digital communication tools.
- Strong ability to work collaboratively with individuals of diverse ages, backgrounds, experiences, interests, and abilities.
- Familiarity with environmental education & community engagement.
- Experience with or strong willingness to learn grant management and reporting skills; including private, federal, state, county funding sources.

Desired Skills

- Minimum of at least one year of experience in community education/outreach and public-facing roles, preferably with an environmental background.
- Connection and familiarity with the Fidalgo Island community.
- Bachelor's degree in Environmental Education or similar field.
- Familiarity with creating educational and promotional materials using Canva and other basic design platforms.
- Experience managing and updating Wix websites.
- Demonstrated success in managing and supporting volunteers.
- Experience working with a non-profit board of directors.
- Excellent organizational skills with attention to detail.
- Exceptional written and public speaking skills.
- Prioritizes clear and direct communication, with specific focus on issue resolution and fostering partnerships.
- Ability to work effectively both as a team member and independently.

Contract Terms:

- This is a half-time contract position, requiring ~20 hours per week.
- The contract duration is for one year, with the possibility of extension based on performance and funding.

For more information:

- Visit our website at <https://www.transitionfidalgo.org>

- Contact TF Program Coordinator Kelsey Kittleson by email at kelsey@transitionfidalgo.org

To Apply:

Submit your cover letter, resume, and 3 references:

- By email: kelsey@transitionfidalgo.org
- Please include “TF Ed & Outreach Specialist” in the subject line.

Deadline for applications:

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About Transition Fidalgo

Transition Fidalgo started in 2006 and became a non-profit 501(c)(3) organization in 2008. Our Mission is to spur local responses to climate change that strengthen our community and help heal the planet. We coordinate a variety of community-focused programs on Fidalgo Island, including: Anacortes Community Forest Lands (ACFL) Forest Monitoring, Anacortes Middle School Garden and Greenhouse, “Fix-It Day” Repair cafes, free Community Produce Stands, Fidalgo Seed Share at the Anacortes Library, and our “young climate steward” scholarships for graduating High school seniors.

At Transition Fidalgo, we value diversity in backgrounds and experiences. We know that environmental and climate issues disproportionately impact marginalized communities, and solutions require perspectives from all walks of life. We are an Equal Opportunity Employer, welcoming individuals with varied strengths, experiences, and backgrounds, all united by a passion for creating a resilient future. Diversity encompasses race, gender identity, age, disability status, veteran status, sexual orientation, religion, and many other facets. Everyone’s viewpoints are essential to our mission, and fostering an inclusive environment is a shared responsibility.

Let us acknowledge we reside on the ancestral lands and waters of the Coast Salish people who have called this place home since time immemorial and let us honor inherent, aboriginal and treaty rights that have been passed down from generation to generation. Transition Fidalgo is based on Fidalgo Island, the traditional territories of Samish, Swinomish, Upper Skagit, Lummi, Sauk-Suiattle, and The Hul’qumi’num Treaty Group. We feel honored to learn from and commit to finding avenues to support Indigenous voices and interests.