



JOB ANNOUNCEMENT

SEED Coordinator (part time, hourly)

Do you want to join a team leading a critically important organization for promoting environmental education and climate literacy in Tulare County? Do you have what it takes to help scale up a network of organizations that deliver quality meaningful watershed experiences and social emotional learning in natural spaces to children and adults of all ages? Do you want to help provide more hands-on, skill-building experiences to students, promoting green jobs and awareness of climate change to underserved and under-resourced communities across the county?

Sequoia Riverlands Trust and the SEED Network seek applications from proven and emerging professionals to coordinate, develop, and support the curriculum development and strategic planning of the SEED network.

OVERVIEW

This position is a one-year grant-funded position, with funding from the National Oceanic and Atmospheric Association (NOAA)'s Bay Watershed Education and Training (B-WET) program. The program has funded one year of the original three-year proposal, with additional years of funding contingent upon performance and the 2024-2026 federal budgets. The Coordinator will be working on behalf of the Sequoia Environmental Education Directive (SEED) Network. The position will be hosted and supervised by Sequoia Riverlands Trust. The job description below outlines the various tasks of the SEED Coordinator, but all activities and tasks must meet the work plan, timeline, and deliverables of the grant proposal.

The Coordinator will work with SEED member organizations, as well as local educators, administrators, districts, and other for-profit and non-profit organizations in Tulare County to create a framework for locally-relevant climate-related curriculum for grades K-12. By doing so, the Coordinator will bring together many organizations and individuals to build a network of stakeholders engaged in the future of climate literacy in the region. This program will serve to increase equitable and meaningful access to climate-related curriculum and resources, not only to resources provided by the SEED network but also to national resources available through NOAA, the EPA, and other related organizations, and will increase capacity of teachers to provide meaningful climate-related education to youth in the county. This will also lead to an increase in knowledge of accessible and available meaningful watershed educational experiences for teachers across Tulare County, and will ultimately cultivate a much more climate literate and resilient population.

ABOUT SEQUOIA RIVERLANDS TRUST

Sequoia Riverlands Trust is a regional nonprofit land trust focused on the Tulare Basin, which comprises the southern San Joaquin Valley and Sierra foothills of Kern, Kings, Tulare, and Fresno counties, with additional conservation projects in 5 other California counties, most notably San Luis Obispo County, where we work in the Carrizo Plain. We are accredited by the Land Trust Alliance, and our mission to conserve the lands and waters of California's heartland is supported

by our ambitious programs in conservation easements (habitat and farmland), land stewardship, restoration, conservation outreach, and education.

We envision a future in which a network of protected natural and working lands thrives in the region we serve, with business, agriculture, and society aligned around sustainable land and water management practices.

ABOUT SEED

The Sequoia Environmental Education Directive (SEED) is a coalition of community-based environmental education organizations established in 2014. SEED members are committed to developing shared goals, working together to share resources, collaborating on decision making, and engaging members of diverse cultures and expertise. The SEED network is composed of the following partner organizations, who will be heavily involved in supporting and implementing this project:

- Sequoia Parks Conservancy
- Sequoia-Kings Canyon National Parks
- Tulare County Office of Education
- Clemmie Gill School of Science and Conservation (SCICON)
- Circle J-Norris Ranch
- Ten Strands

The following individuals will also be collaborating with SRT and the listed partner organizations to support this project:

- Nancy Bruce – Retired Lead Teacher at SCICON and Circle J-Norris Ranch

ESSENTIAL FUNCTIONS

Strategic Planning

Landscape Analysis:

- Work with SEED partners to develop surveys for different audiences, including but not limited to: in-classroom teachers, district administrators, experiential educators, community-based organizations, students, families, and other local stakeholders in the future of climate literacy in the county
- Outreach to local non-profits, educators, school districts, and community members, as well as to SEED member groups, to implement surveys
- Manage survey stipends and overall stipend budget and records
- Data Analysis: Use the results of the surveys to conduct an analysis of:
 - The current state of climate literacy in the region
 - The current and future needs of Tulare County in regards to climate literacy and climate-related careers

Strategic Plan:

- Work with SEED member organizations to develop a vision and goals for increasing climate literacy in Tulare County
- Create a needs matrix based on results of data analysis and vision and goals from strategic plan
- Work with SEED member organizations to create actionable goals for meeting needs
- Continuously evaluate and adapt program activities and outcomes as needed, based upon goals outlined in strategic plan and needs assessment. Determine whether new needs have become apparent or if goals need to be modified

Sustainability Plan:

- [Dependent on Funding for Years 2&3] Create sustainability plan for program
- Create a work plan for the SEED network
- [Dependent on Funding for Years 2&3] Create a growth plan for years 4-8 of the program
- [Dependent on Funding for Years 2&3] Search for and secure funding for year 4 of program, and beyond

Network Growth and Capacity Building

- Work with SEED member groups and current partners to recruit community-based organizations to become members
- Member recruitment will focus on organizations that directly serve and represent under-resourced populations in the local community
- Conduct outreach and develop relationships with local schools, districts, and the Tulare County Office of Education
- Create a network of teachers and administrators willing to participate and engage with SEED, and support the goals of this grant
- Schedule and manage SEED network meetings, including all new member organizations

Framework and Resource Creation

Climate Literacy Framework for Tulare County

- Work with teacher network to create a matrix of current curriculum taught in classrooms ("Classroom Curriculum Matrix")
- Work with SEED network to create a matrix of available meaningful experiential education programs and related curriculum ("SEED Curriculum Matrix")
- [Dependent on Funding for Year 2] Align "SEED Curriculum Matrix" and "Classroom Curriculum Matrix" to create a Framework of environmental education curriculum, aligned with NGSS, CA's Environmental Principles and Concepts, NOAA's "Essential Principles of Climate Literacy" and other NOAA assets
- [Dependent on Funding for Year 2] Identify gaps in Framework, and create a plan with SEED groups and partners to fill these gaps, continuously updated
- [Dependent on Funding for Year 2] Create and maintain clearinghouse and resource library for climate literacy curriculum

Education and Outreach

- Create educational and outreach materials for SEED Network and new clearinghouse
- Create and maintain an accessible/multi-lingual website, social media sites, and events calendar for SEED Network
- Work with SEED network and partners to formalize outreach networks
- [Dependent on Funding for Years 2&3] Work with SEED network to coordinate and schedule training sessions for teachers
- [Dependent on Funding for Years 2&3] Work with SEED network to coordinate and lead a "Teacher-Leader Climate Retreat" as well as follow-up coaching sessions
- [Dependent on Funding for Years 2&3] Develop a pilot program allowing teachers to incorporate curriculum resources, climate literacy framework, and meaningful watershed educational experiences lead by SEED partners into annual lesson plan
- [Dependent on Funding for Years 2&3] Collect and analyze feedback from participants in program to update framework, curriculum, and training program to increase success

SUPERVISION

The SEED Coordinator reports directly to the Sequoia Riverlands Trust Education Director.

REQUIRED SKILLS & ATTRIBUTES

- Associates Degree or higher
- Two years of experience in a related position; or equivalent field experience in Education or Environmental Education
- Experience with not-for-profit management and governance preferred
- Ability to work independently
- Demonstrated independent judgment in achieving assigned objectives
- Strong understanding of local community demographics, educational needs, schools and school districts
- Communication/Leadership Skills
 - Strong verbal and written (drafting, proofreading, editing) skills.
 - Ability to conduct outreach and recruitment activities
 - Ability to effectively present information to guests, clients, and employees of the organization
 - Ability to analyze and present data in various forms
 - Ability to work with and manage a network of individuals
- Able to define problems, collect data, and draw valid conclusions
- Professional experience writing and compiling reports, analyzing and summarizing data
- Experience in strategic planning, resource building, curriculum creation, and more
- Some experience in grant writing and administration, or fundraising
- Ability to manage budgets, stipends, etc.
- Proficient in computer skills including word processing, electronic mail, record keeping, spreadsheets, and routine database management, including Microsoft and Google Office suites
- Proficient in social media and website management
- Time Management
 - Ability to prioritize and organize daily activities
 - Ability to work independently, with minimal supervision
 - Ability to effectively handle multiple tasks at the same time
 - Ability to project weekly schedule to ensure goals are attainable within time restraints
- Demonstrated skill with project/team management, including
 - Ability to establish rapport with variety of personalities among SRT staff, consultants/contractors, volunteers and other partners
 - Ability to organize information and schedules, and to juggle multiple projects
 - Ability to clearly communicate priorities and performance expectations to team members
- Ability to publicly represent SRT and SEED member organizations
- Ability to collaborate with schoolteachers, administrators, students, families, and local organizations

DESIRED SKILLS & ATTRIBUTES

- Bilingual in English and Spanish
- Familiarity with NGSS, CA's Environmental Principles and Concepts, NOAA Assets, and other related resources and standards
- Experience building and managing a physical and web-based resource library

PERFORMANCE/SUCCESS FACTORS

- Be punctual to work functions
- Work effectively as a member of a team
- Complete work in a timely, accurate, and thorough manner
- Perform routine duties with minimal supervision
- Comfort with oversight of work while in progress and upon completion
- Strive for excellence in all tasks and/or duties.
- Commitment to operating within organizational policy and procedures

WORK SETTING AND CONDITIONS

The position is based at SRT's headquarters in Visalia, California. The region has a Mediterranean climate, with cool, moist winters and hot, dry summers. SRT's preserves and conservation easements are distributed over nine counties, including lands in the foothills of the southern Sierra Nevada, San Joaquin Valley and in the Carrizo Plain area. The Coordinator will be expected to be at the SRT office at least once a week. However, the position requires significant travel to various schools, school districts, community organizations, SEED partner sites, and more.

COMPENSATION

This non-exempt position is on Band 2 of the SRT's compensation structure, with a pay rate of \$28 per hour for new employees. This is a part-time position, consisting of no more than 29 hours per week, or 58 hours per pay period. All of SRT's scheduled holidays are applicable to this position; however, there are no employer-provided benefits included.

OTHER NOTES

- Candidates **MUST** be able to pass a background check
- Top candidates may be asked to provide samples of their work that demonstrate their ability to fulfill the requirements of this position
- The above statements are intended to describe the general nature performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Exact job duties will evolve as necessary to meet the objectives and deliverables of the grant agreement.
- Staff members are expected to consciously and continuously promote the mission, values, programs, and impact of the organization when presented with opportunities for participating in membership development and reaching out to personal connections on behalf of SRT or SEED.

HOW TO APPLY

Submit cover letter, resumé, and three references with "SEED Coordinator" in subject line to info@sequoiariverlands.org. Applications not following these instructions may not be considered.

For more information, please visit www.sequoiariverlands.org. Sequoia Riverlands Trust is an equal opportunity employer. Our practices support diversity, equity, and inclusiveness in our workforce.