



Education & Outreach Assistant

Permanent, Full-Time 36 hours a week

\$48,000 – 58,000, Depending on Qualifications*

And a competitive benefit package

**Based on a full-time FTE, part-time positions pro-rated*

Priority application deadline: June 1, 2026

Thurston Conservation District is looking for one to two people who are dynamic, energetic, and creative communicators and thinkers with a strong interest in scientific communication, developing outreach strategies, and adult and youth environmental education work.

Since 1948, Thurston Conservation District (TCD) has been promoting non-regulatory and voluntary stewardship among community members in Thurston County. Our cohesive team of passionate individuals is committed to meeting the needs of the local community while conserving soil, water and other natural resources. The Education & Outreach Assistant(s) will join our communications and education team to bring conservation and working lands education to residents of Thurston County. TCD's adult educational programs and outreach materials cover a wide range of land management and stewardship practices and reach 4,000+ people annually. Our youth education programs, including South Sound GREEN, work closely with schools and other organizations and facilitate 8,000+ student interactions annually. This position(s) will work with both youth and adult education teams at TCD.

POSITION DESCRIPTION

The Education & Outreach Assistant will work closely with TCD's communications and education teams to educate and engage both adults and youth of Thurston County. This position will support several TCD programs through general and direct outreach, volunteer recruitment, public communications, social media outreach, and event coordination, field trip coordination and leading, and planning of TCD sponsored events. An ideal candidate will have strong written and verbal communication skills, be highly organized, and be comfortable working in a flexible and at times varied working environment. If you feel you possess some or all the skills and qualifications in this job description please include information in your cover letter about which ones and what parts of the position are most interesting to you. We may hire up to 1.75 FTEs, depending on candidates and their skills and interests.

This position description represents a general outline of the job duties, essential functions and minimum qualifications and is not intended to be comprehensive in nature. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting, standing, lifting up to 50 lbs., occasional travel and periodic evening and weekend work.

DUTIES & RESPONSIBILITIES

This position is designed to support TCD's programs related to youth and adult education and engagement, approximately splitting their time equally between the two departments or being two different individuals.

This position(s) will work closely with the Education & Outreach Staff to do the following:

- Provide TCD educational and outreach program assistance and support including tabling at community events, distributing flyers and other outreach materials throughout Thurston County, and supporting and promoting educational workshops for youth and adults, programmatic events, volunteer work parties and more.
- Assist with record keeping, data tracking and management, and organization of digital and physical files, materials, and tools.
- Coordinate and schedule social media content and social media campaigns for TCD, South Sound GREEN, and Teens in Thurston. This includes Facebook and Instagram.
- Coordinate content for monthly newsletters to the general public, local elected officials, and volunteers using Mail Chimp.
- Manage website content, including ensuring ADA accessibility, for TCD and South Sound GREEN on the WordPress Platform.

This position(s) will work closely with the Community Resiliency Team and South Sound GREEN, a watershed education program to:

- Assist with programs including water quality monitoring field trips, nearshore field experience in-class presentations, planting and restoration activities, and more.
- Support monthly Teens in Thurston high school volunteer events.
- Support the annual Student Green Congress and Envirothon programs.

Other duties as assigned. Job descriptions are subject to change by TCD as the needs of the District and requirements of the job change. Employees are expected to follow all TCD policies and procedures and have a secure knowledge of these policies.

QUALIFICATIONS

We're looking for one to two people with a positive, friendly, and professional attitude who are excited to work with our team and interact with all members of our community. A minimum of an Associates or technical degree in communications, education, marketing, natural resources or related field, and a minimum of one year of related experience; OR high school diploma with a minimum of three (3) years' experience is required.

Qualifying experience can come from a combination of educational experiences, volunteer positions, lived experience, and paid positions. Applicants who feel they would thrive in all or some aspects of this position and meet at least 75% of the qualifications are encouraged to apply.

- Experience and comfortability with public speaking
- Experience and interest in working with students of all ages
- Strong organizational skills, detail oriented, and ability to complete projects on time
- Experience utilizing Microsoft Suite software (Word, Excel, Powerpoint, Publisher, Sharepoint, One Drive)
- Experience utilizing social media platforms to design, create, and share effective and eye-catching content that generates engagement (Facebook, Instagram, MailChimp, Canva, Google Forms & Surveys)
- Clear communication skills
- Flexibility and enjoyment of varied work

- Ability to work independently with minimal supervision
- Must pass a background check for working with youth and in schools
- Valid WA State Driver's License or ability to obtain one

SCHEDULE & WORKING CONDITIONS

Depending on candidates, we are open to filling up to 1.75 FTEs. These positions will be permanent, overtime non-exempt, and full or part-time (36 hours per week is full time) with flexible work hours. Funding dependent, part-time hires may have the opportunity to increase to full-time in the future. Local and out-of-town travel, occasional evening and weekend hours are needed. TCD offers a hybrid work environment where office work may be performed at home as well as in the field or office. District employees may choose to work from the office more if they would like.

Employees are provided with necessary TCD-owned equipment to perform their job responsibilities outside of the office and supported with a gear stipend. At times, this position spends as much as 45% of work time in the field supporting and leading fieldtrips, tabling and supporting outreach, and attending TCD events. These events may be located indoors or outdoors.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing.

COMPENSATION AND BENEFITS

\$48,000 - \$58,000, Depending on Qualifications

Per the Collective Bargaining Agreement, the Thurston Conservation District currently observes seventeen (17) paid holidays (including six personal holidays). Employees also accrue sick and vacation leave. The District offers medical, dental, vision and life insurance coverage for employees paid at 100% by TCD, with an option for coverage at 75% for spouse or dependents by TCD. These benefits are pro-rated for part-time employees. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported. Thurston CD employees participate in Public Employees Retirement System (PERS). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's Department of Retirement Systems – Deferred Compensation Program (DCP). This position is represented by the Washington Federation of State Employees, AFSCME Council 2. The current Collective Bargaining Agreement is available on the staff page of our website.

EQUAL OPPORTUNITY WORKSPACE

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. All employees, interns, and volunteers receive consideration without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

TO APPLY

Please submit:

1. Resume
2. Cover letter
3. Three (3) professional references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to our entire conservation district team. If one part of the position description more closely aligns with your interests and qualifications, please make that clear. Your cover letter is not to exceed one page. Applications will be reviewed upon receipt and interviews may begin prior to the application deadline.

TCD is an Equal Opportunity Employer. Please let us know if you need any accommodation to participate in the application process.

Priority application deadline June 1, 2026

Send electronically (please no paper copies) to: job-applications@thurstoncd.com

Please include **Education & Outreach Assistant – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in interning with the
Thurston Conservation District team!**