



*Inspiring and supporting
voluntary stewardship of
the Marys River watershed.*

Job Announcement: Bilingual Education Coordinator

Marys River Watershed Council (MRWC) is hiring a 0.75 FTE Bilingual Education Coordinator to expand our education and outreach capacity, with a focus on bilingual and bicultural programming that serves Latine youth and families in the Marys River watershed. The successful candidate supports and co-leads hands-on, culturally relevant environmental education for K–12 students, and participates in public events and family engagement activities throughout the watershed. This position combines environmental education, youth mentoring, community outreach, and program development. We seek someone who is passionate about youth empowerment, speaks Spanish fluently, and is energized by working in schools, at community events, and in natural areas.

Reports to MRWC Executive Director with accountability to MRWC Education Program Director (EPD)

Status: At-will, part-time, 0.75FTE, non-exempt hourly position.

Compensation: Hourly rate of \$23 per hour

Benefits: MRWC offers a competitive package of medical, vision, and dental insurance, paid time off, and up to 3% retirement matching in a SIMPLE IRA.

Location: This position is based out of the Marys River Watershed Council office in Corvallis, Oregon. The position requires the successful applicant to be locally-based. Occasional remote work possible with supervisor approval once established.

Position Duties and Responsibilities

Environmental Education & Youth Programs (50%)

- Work with MRWC staff to develop new and maintain existing teacher and project partner relationships.
- Collaborate with diverse partners and represent MRWC in a wide variety of situations, meetings, and collaborations.
- Work with project partners and MRWC staff to develop bilingual education programming for K-12 students, high school Youth Watershed Council members, and other educational programming as needed. Lessons will include in-person classroom, field trips, and distanced learning.
- Collaborate with the Education Program Director and partners (e.g., Corvallis School District, USFWS, ODFW, Benton County, and others) to plan and implement programming.
- Co-lead the Youth Watershed Council (YWC): support recruitment, training, and mentoring of high school youth leaders; guide them in leading outreach and mentoring younger students.
- Support for campus tree planting efforts at Title I and alternative high schools in coordination with teachers and staff
- Integrate cultural relevance, equity principles, and inclusive practices into lessons and events.
- Translate and adapt educational materials for bilingual delivery, specifically on topics like forest ecology, emerald ash borer (EAB), native species, and invasive species removal
- Support planning and implementation to engage volunteers in education and outreach events in coordination with MRWC staff.
- Create outreach materials, including e-newsletters, web and social media content, and print materials.

Community Engagement & Outreach (30%)

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- Represent MRWC at bilingual community outreach events (e.g., Festival Latino, Winter Wildlife Field Day, Ecology Tap Talks, school STEAM nights).
- Help lead volunteer events and stewardship activities related to tree planting or forest restoration in schoolyards or public parks
- Participate in Emerald Ash Borer (EAB) awareness campaigns at schools or local parks.
- Help build and maintain trusted relationships with Latine families, school staff, and community groups.
- Develop culturally inclusive outreach materials (flyers, emails, social media posts, newsletters) in Spanish and English.
- Attend relevant community and partner meetings (e.g., HAC, school district DEI groups, parent organizations).

Operations and Administration Duties (20%)

- Assist ED and EPD in developing and managing program grants
 - Assist with resource development and grant writing.
 - Assist with program expense and budget tracking, and grant oversight to ensure project deliverables are met.
 - Compile information and prepare relevant portion(s) of reports to meet grantor reporting requirements.
- Contribute to grant writing and fundraising efforts to sustain and grow programs.
- Attend trainings, workshops, conferences, as requested by ED and EPD.
- Attend regular staff meetings, occasional MRWC Board meetings, and other partner meetings as requested by the ED and EPD.
- Develop and update procedures for common tasks and ensure regular file back-ups and proper file management.
- Maintain accurate records for payroll, mileage and expense reimbursements, and other documentation, as needed. Submit monthly reports, timesheets and quarterly reports on time.
- Other duties, including assisting at times with MRWC restoration efforts, as assigned by the ED and EPD.
- Attend occasional evening and weekend activities in various locations around or nearby the watershed.
- Position requires sitting, typing, standing, carrying up to 40+ pounds, walking in streams and over uneven terrain, and working in inclement weather.

What we'd like to see

Please describe your skills and qualities; this is how we choose with whom to move forward. **Note:** We encourage applicants from all backgrounds to apply, even if you do not meet all of the qualities below.

- Fluency in Spanish and English (spoken and written) required. Experience working with Latine youth or families, particularly in outdoor, school, or environmental settings is a major plus.
- Must have an interest in K-12 education and in the environmental sciences.
- Must have at least one year of relevant work experience in education programming (formal or informal education, outreach, youth leadership, or similar).
- Undergraduate degree in education, science, environmental studies, communications, or related field; (or equivalent 3+ years of relevant work experience could substitute for the undergraduate degree)
- Experience and comfort level working outdoors.
- Proficiency with Microsoft Office program suite, Zoom, and Google Applications.
- Strong attention to detail, accuracy, and dependability. Ability to document and track project activities in an organized fashion.
- Ability to work and interact with community members of diverse backgrounds and perspectives in a courteous and professional manner. Strong interpersonal skills required.

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- Ability to handle confidential or sensitive information appropriately.
- Excellent written and verbal communication skills, and ability to work both independently and as part of a team.
- Experience with video-editing software and design software is a plus (e.g., iMovie, Adobe Premiere, Canva, Adobe InDesign).
- Familiarity and comfort with a non-profit atmosphere is a plus, including an understanding of the high commitment level, broad range of duties, deadlines, budget restrictions, and team atmosphere.

To Apply: Please submit your application materials using the form on our website at <https://mrwc.org/get-involved/jobs/>.

You will be asked to upload:

- Resume, including phone and email contact information
- Cover letter of no more than two pages, 11 or 12 point font

All emails related to the position must have “MRWC Bilingual Education Coordinator Position” in the subject line. Failure to do this and failure to submit any of the required application materials may result in disqualification. This position is open until filled; we encourage early applications, as interviews will begin immediately.

Additional Position Details

- **Physical Condition Requirement:** Duties combine both indoor and outdoor tasks. Office work includes sitting, typing, standing, and moving supplies and gear. Some physical exertion is required for this position, including the ability to move 40+ pounds and navigate on uneven terrain (wading through and walking in stream channels and through brush) in variable weather conditions. Outdoor work often occurs in remote locations and is conducted on private and public lands. Driving personal vehicles on gravel roads is common. MRWC is friendly to adaptations and reasonable accommodations to perform essential job functions.
- **Finalists for this position will be subject to a computerized criminal history, driving history and abuse background check.** Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position will be asked to provide 3 professional references,** including at least one reference from a previous supervisor. Adverse information from any reference will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position must have and maintain a valid driver’s license** (or the ability to obtain one within 30 days of hire) and reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.
- **MRWC does not offer visa sponsorship.** Within three days of hire, the successful applicant will be required to complete the US Department of Homeland Security’s I-9 form confirming authorization to work in the United States.

About Marys River Watershed Council: MRWC is a 501(c)3 watershed organization that works to inspire and support voluntary stewardship of the Marys River watershed. Formed in 1996, the Council partners with landowners to enhance and steward our streams, forests, and prairies, and we also partner with our local schools to provide outdoor education opportunities for children to learn more about Oregon’s wonderful natural resource legacy. We have a small staff and we engage with an active group of volunteers, partners, and landowners to complete our mission and strategic goals.

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MRWC is committed to equity, diversity, and inclusion as core organizational values. MRWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity. The MRWC believes that diverse perspectives strengthen an organization and encourages people with diverse backgrounds and life experiences to apply. For more information, visit www.mrwc.org.

For more information, contact Lauren Merrill, MRWC Operations Coordinator, at 541-758-7597 or at recruit@mrwc.org