



## **Environmental Educator**

Natural Resources Specialist 1  
REQ-168451

**Salary: \$53,000 - \$73,000**

**Hybrid Work Schedule:** This position is primarily stationed in the OFRI office in Silverton. Hybrid work schedule is allowed as needed and tasks allow.

### **The Agency**

The Oregon Forest Resources Institute (OFRI) supports the forest sector and the stewardship of natural resources by advancing Oregonians' understanding of the social, environmental and economic benefits of our forests.

OFRI achieves its mission through educational programs and educational media, as well as the dissemination of information through conferences, symposia, research, workshops, publications, videos, field tours and classroom presentations. OFRI develops educational programs for the public, forest landowners and other audiences, including K-12 teachers and students. OFRI's educational programs and materials emphasize the importance of Oregon's rich forest endowment and how science-based forestry, responsible wood products manufacturing and a balanced approach to forest management can meet the social, environmental and economic needs of both present and future generations.

A 13-member board of directors governs OFRI. The State Forester appoints 11 of the board members. There are also two non-voting members, the Dean of the Oregon State University College of Forestry and a public member appointed jointly by the President of the Oregon Senate and the Speaker of the Oregon House of Representatives. An Oregon Department of Forestry liaison assists the board. OFRI is headquartered in Portland with a second office in Silverton at The Oregon Garden, where it manages a 15-acre demonstration forest.

### **What we are looking for**

OFRI is looking for a Natural Resource Specialist 1 to coordinate and deliver forestry education programs for K-12 teachers and youth for the Institute. The position reports to the deputy director. Here are some of the duties you will be doing.

- Coordinate schedules with schools and teachers to deliver field forestry education programs for students. This includes the Oregon Garden Natural Resources Education Program (OGNREP) and PAWS Outdoor School.

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[OregonForests.org](http://OregonForests.org)

- Coordinate with the OGNREP educators employed by the Oregon Garden Foundation. Work closely with the Oregon Garden Foundation to assist in the recruitment, hiring and training of educators. Survey and evaluate programs and personnel to provide feedback to the Oregon Garden Foundation on the performance of the programs and educators.
- Manage the content, design, publication and distribution of Oregon Garden Rediscovery Forest educational materials for use by students and teachers in the classroom and in the field. Help ensure that OGRF forestry education materials are correlated with the Oregon Forest Literacy Plan and Oregon educational standards.
- Coordinate the written content, design, publication and distribution of the Salem-Keizer Outdoor School Coalition education materials. This includes field and classroom lessons and the "Nature Notes" journal that is used for PAWS outdoor school.
- Design and deliver professional development for the Salem-Keizer Outdoor School Coalition partners and the OGNREP staff.
- Coordinates information, proposals and procedures with project participants. Develops project work plans, schedules and forecasts budgets necessary for project completion. This includes program materials, training sessions, workshops and partners.
- Deliver forestry interpretive programs to OGRF visitors and at Oregon Garden events, including Earth Day and the coordination of the Home School Day event. This includes recruiting partners and volunteers to help run education stations and marketing the event.
- Manages the Oregon Envirothon event. This includes budgeting, advertising and promoting the event, recruiting and coordinating volunteers and event logistics. The Environmental Educator will assist the Director of K-12 with the coordination of Envirothon related activities, including teacher workshops, resource materials, testing stations and outreach endeavors.
- They also provide support for Southern Oregon Regional Envirothon (SORE) and other local Envirothon efforts. Attends Oregon Envirothon Board meetings and attend the NCF-Envirothon state coordinator meetings as an Oregon representative if the director of K-12 is unable.
- Assist the Director of K-12 Education in the delivery of professional development programs for formal and nonformal educators.
- Collaborate with OFRI staff for forest sector workforce development, primarily through collaborative efforts. Monitor and refresh OFRI forest career/professional development education programs to meet forest sector needs.

#### **Minimum qualifications**

A bachelor's degree in forestry or any natural resource program area OR three years of experience in forestry or any natural resource program area.

**Note: Driver's License Check - *This position requires the operation of a state vehicle for the purpose of conducting official State business. If your license is from outside Oregon, you must submit at least a three-year court/DMV printout. If you have an Oregon driver's license, a record check will be conducted on the top candidate to ensure a valid license and acceptable driving record.***

**Note: Criminal Background Check - *This position requires a criminal background check.***

#### **Desired skills**

If you have these skills and attributes, let us know in your application materials! It's how we choose whom to move forward! You do not need to have all these qualities to be eligible for this position. We may also use transferable skills, experience, and education to help us decide who will move forward.

- Experience as K-12 teacher. Prefer current Oregon teacher certificate and experience. Prefer master's degree.
- Experience in forestry education or environmental education with knowledge of Oregon forests, forest practices, Oregon's forest products producers and forestry research.
- Experience in education program development, marketing, administration and evaluation.
- Skill in monitoring, inspecting and reviewing an education program or project.

#### **How to apply**

- Current State of Oregon employees – You must apply through your employee [Workday](#) account. Please ensure the work history in your applicant profile is up to date.
- Cover letter and resume are both required - Failure to submit the required cover letter or resume will remove your application from consideration. Note: Your resume and cover letter may be uploaded in the Resume/CV field on the online application.

#### **Benefits**

- Work/life balance and a supportive working environment.
- 11 paid holidays a year.
- Paid sick leave, vacation and personal leave.
- Comprehensive medical, dental and vision plans for employee and qualified family members. Find out more about our competitive benefits packages. [Click here](#) to visit our full benefits website.
- Optional benefits additions such as flexible spending accounts, term life and more.
- When you become PERS (Public Employee Retirement System) eligible, your base salary will increase by 6.95%, and you will pay the 6% employee contribution to PERS.

#### **Additional details**

- This is a classified, unrepresented position and under ORS 526.632, is not subject to personnel compensation plans for state classified employees established by the Oregon Department of Administrative Services under ORS 240.235 (Compensation plan for classified service). This position is subject to ORS 240.190 (Policy on comparability of value of work and compensation and classification), ORS 240.215 (Classification Plan) and ORS 240.217 (Certain reclassifications prohibited). This position is subject to statewide human resources policies except where in conflict with ORS 526.632.
- If you have questions about this Recruitment, please contact Hiring Manager: Julie Woodward, [woodward@ofri.org](mailto:woodward@ofri.org)
- Agency does not offer visa sponsorship. Within three days of hire, all applicants will be required to complete the US Department of Homeland Security's Form I-9, confirming authorization to work in the United States.
- Veterans - If you are an eligible veteran and you meet the qualifications, veterans' preference points will be added to your score. After you have applied you will be sent a task in your Workday account to provide your veteran documentation at that time. For further information, please see the following website: [Veterans Resources](#).

**The State of Oregon commits to equity and diversity in all that we do. We are an affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members and others to help us achieve our vision of a diverse and inclusive community.**