



1137 N Dodge Blvd  
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[www.watershedma.org](http://www.watershedma.org)

## **Bilingual Education & Engagement Coordinator**

### **About the Organization**

At Watershed Management Group (WMG), we envision a world where the relationship between the Sonoran Desert and its people creates prosperity for all. This includes all people, plants, animals, land, and water of the United States, Mexico, and Native-American nations found in the Sonoran Desert. Our mission is to develop and implement community-based solutions to ensure the long-term prosperity of people and health of the environment. We provide people with the knowledge, skills, and resources for sustainable livelihoods. Founded in 2003 in Tucson, WMG is sustained by a talented team of thought leaders, educators, natural resource managers, designers, ecologists, planners, and community organizers, as well as thousands of passionate volunteers.

At the core of our work is the value and practice of diversity, equity, and inclusion with the goal of advancing care for people and the environment. The collective sum of our employees' individual and group differences, life experiences, knowledge, innovation, self-expression, and talent not only strengthens our culture, but WMG's reputation and achievements as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs and more.

**Job Title:** Bilingual Education & Engagement Coordinator

**Supervisor:** Julie Regalado, Education Program Director

**Location:** Tucson, Arizona

**Start Date:** Late September/Early October 2023

**Hours:** Full-time position, 30-40 hours/week, including some weekday evening and weekend hours for community events.

**Wages:** \$19 - \$21 per hour depending on experience

**Benefits:** Matching retirement fund, health care coverage, paid vacation and sick leave, alternative transportation benefits

**FLSA Status:** Non-Exempt

**Job Description:** The Bilingual Education & Engagement Coordinator supports proactive community engagement and impactful educational activities through coordinating the Living Lab and Learning Center programs under the direction of the Education Program Director.

The Living Lab is the grounding place for many of WMG's educational programs, offering a dynamic space for a variety of classes, tours, events, and hands-on learning activities for both adults and youth. The Coordinator will assist the Education Program Director and work with staff members to ensure the Living Lab campus is a high-functioning, compelling demonstration site

offering regular, impactful educational offerings to the community.

The Bilingual Education & Engagement Coordinator will have a critical role in supporting WMG's goal of building community-based stewardship through life-long learning opportunities that focus on experiential, iterative learning to foster a culture of reciprocal relationships with the environment. They will coordinate logistics for educational offerings at the Living Lab, including Family Saturdays, public tours and activities, and Hydrate and Rebate classes. They will help to coordinate the Welcome Center, the Learning Center, internship and docent programs, and community and fundraising events. Beyond coordination, they will also assist with Family Saturdays and there will be opportunity to help develop and co-teach various educational activities in line with their interest, experience, and the organization's needs.

### **Duties & Responsibilities:**

- Staff the Welcome Center to greet visitors, answer phone calls, manage the shop, coordinate docents, and care for the Living Lab grounds. Help with tracking and replenishing inventory of the Welcome Center shop.
- Assist with monthly Family Saturdays activities including communicating with the Family Saturday team of docents and interns, as well as developing and co-leading activities in English and Spanish.
- Coordinate educational offerings - on internal calendars, create events and update on WMG website, translate event descriptions into Spanish, track and update registrations.
- Promote events in English and Spanish in email newsletters, community calendars, social media, and at in-person community events.
- Provide coordination assistance of docent and internship programs, including scheduling events, updating the website, coordinating logistics with instructors, communicating with participants, and translating materials.
- Help nurture and grow community partnerships, outreach to engage diverse and limited income families to participate in Family Saturdays and other youth-focused events.
- Assist with outreach efforts to diverse communities to build interest in WMG activities, including Latinx, Black, Indigenous communities and families, generally those people often under-represented and who have not had access to such offerings.
- Outreach to the community about the Living Lab and build partnerships with schools and community organizations to expand the reach of WMG's educational tours and classes.
- Coordinate Living Lab & Learning Center rental space for community and private events.
- Assist with Living Lab care and maintenance in coordination with other staff.
- Assist Development team with fundraising campaigns including fundraising events, connecting with donors at events, and assisting with campaign personalization including writing personal notes and making calls to donors.

### **Job Requirements:**

- Interest and support of WMG's mission and vision
- Knowledge of environmental issues of the Southwest U.S. and Sonoran Desert such as water harvesting and natural resource conservation
- Demonstrated interest & experience in experiential, active learning practices.
- Commitment to diversity, equity, and inclusion
- Strong communication skills (speaking, reading, writing) in English and Spanish.
- Excellent organizational skills and ability to balance the demands of a variety of diverse tasks
- Minimum 2 year experience in program coordination and/or event planning
- Minimum 1 year experience in education, preferably environmental education, and/or creative arts practices used in environmental education, and/or environmental justice education

- Ability to work evening and weekend hours on a regular basis for educational and community events
- Cell phone that can be used to make and receive work calls.
- Ability to work independently in a demanding work environment and ability to work well in a team setting with a variety of people.

**Preferred Experience:**

- Experience using CiviCRM and Drupal website content management, or other website content management platforms
- Proficient in use of Google Docs and Sheets; MS Excel, Word, and PowerPoint
- Experience with social media outreach through Facebook, Instagram, TikTok, and LinkedIn
- Experience creating videos for Youtube and social media.
- Ability to translate English materials into Spanish and vice versa
- Commitment to and experience with Diversity, Equity, and Inclusion initiatives, including community engagement, training, and inclusive communications. Experience working with Black, Indigenous, and communities of color

**Applications accepted through September 1st, 2023**

Please provide:

- 1-page cover letter (statement of interest)
- 1-2 page resume
- A brief statement of your philosophy, commitment, and contributions to diversity, equity, and inclusion
- Phone and email contact for 3 references (at least two professional)

Send to:

Julie Regalado

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