



INLAND EMPIRE

RESOURCE CONSERVATION DISTRICT

Job Announcement: Conservation Educator

POSITION DESCRIPTION:

The Conservation Educator reports to and serves under the direct supervision of the Education Programs Manager. This position is responsible for development and facilitation of IERCD conservation education programming; tasks include but are not limited to research, visual aid and activity design, content creation, coordination with requesting community members, and program performance and/or working with outreach staffers to post virtual content to IERCD's website and partner pages. The Conservation Educator is also responsible for representing the IERCD at local and regional education/outreach events and all other job-related tasks as assigned by supervisor.

ABOUT THE IERCD:

The Inland Empire Resource Conservation District (IERCD) is a local public agency, headquartered in the City of Redlands and providing conservation, wildland restoration, sustainable agriculture, forestry and fire prevention, and education programming to residents in southwestern San Bernardino and northwestern Riverside counties. Governed by a seven-member board of directors appointed by the County of San Bernardino Board of Supervisors in coordination with the Riverside County Board of Supervisors, the IERCD covers nearly 1,300 square miles of service area within which a range of biological features and cultural landmarks exist. Thirty biological, educational, project management, and administrative staff work to carry out the District's vision, both through IERCD-focused projects and in collaborating with a variety of federal, state, and local partners and individuals.



DUTIES AND RESPONSIBILITIES

- In coordination with the Education Programs Manager, facilitates the implementation of IERCD's suite of conservation education programs to a variety of audiences, both in person and virtually. Tasks include but are not limited to standards' research, content development and refinement consistent with the most current state standards for science curriculum for public schools, short and long-term coordination with community partners, assistance with coordinating content upload on Conservation Connection, and other requirements for successful program design and implementation maximizing benefit to area residents and resources.
- Under the direction of the Education Programs Manager, assists with content development and facilitation benefitting youth and adults at IERCD's Louis Robidoux Parkland and Pecan Grove (LRPPG) property in Jurupa Valley.

- Represents the IERCD at environmental education and outreach events including but not limited to local and regional education expos and science fairs, as directed by the Education Programs Manager.
 - Participates in annual programs and events such as Speak-Off, Earth Day, and Arbor Day, under the direction of the Education Programs Manager. Occasionally works on weekends to assist with District events.
 - Assists in local volunteer projects organized by the Community Conservation Team.
 - Assists with organizing Education Department supplies stored at the IERCD and the District's storage space, under the direction of the Education Programs Manager
 - Perform other job-related duties as requested by supervisor.
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KEY CAPACITIES:

- Able to maintain flexibility required for successful implementation of classroom and community event programming and outreach.
- Ability to maintain positive relationships with staff, peers, and partners.
- Maintains a professional approach to project work characterized by positivity, attention to organization and scheduling, and openness to feedback.

POSITION REQUIREMENTS:

- Knowledge of environmental issues, in the Santa Ana River Watershed and throughout the state.
- Experience in working in a variety of virtual and in-person youth and adult conservation education settings, across multiple natural resources topics, particularly within disadvantaged communities
- Excellent oral and written communication skills and familiarity with design software; ability to work effectively with area educators, community members, and youth.
- Ability to work a regular eight hours/day Monday – Friday schedule
- Possession of a current California Driver's License and auto insurance, as well as reliable transportation.
- Bilingual candidate strongly preferred

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent; at least 1 year of experience in classroom settings and/or topical community engagement work.

If you do not meet the above qualifications but believe you are well suited to this position, we encourage you to apply and include your reasoning in your cover letter.

COMPENSATION:

The position of Conservation Educator is a non-exempt position. The salary for this position is no less than 52,000/year.

BENEFITS: Full time IERCD employees receive a health insurance stipend of \$940/month to cover insurance expenses and are enrolled in the CalPERS State Retirement Program, which includes closely matching contributions from the District. The benefit package also includes a \$50 monthly phone stipend, \$300 monthly

mileage stipend for eligible employees, 13 paid holidays, sick leave, and paid vacation after a 6-month probationary period. Education employees receive annual stipends covering purchase of branded clothing for use when representing IERCD in classrooms and in the community. IERCD also offers flexible work scheduling and remote work options within limits of job needs and requirements.

LOCATION: The IERCD is headquartered in Redlands, CA.

HOW TO APPLY

To apply, please submit your resume, cover letter, and contact information for two professional references with "Conservation Educator Position" in the subject line to:

Valerie Velazquez, Administrative Assistant: vvelazquez@iercd.org

Position is open until filled. To be considered in the first round of application screening please submit by December 15th, 2025