



Now Hiring: Youth Outreach & Programming Coordinator

Friends of the Kaw (FOK) serves the Kansas River, known locally as the Kaw. The Kansas River is the largest prairie watershed in the world. The river originates at the junction of the Smoky Hill and Republican Rivers and runs more than 173 miles to meet the Missouri in northeast Kansas. The Kansas River also provides drinking water for over 950,000 Kansans. For more than thirty-three years, our organization has been the only grassroots conservation group dedicated to protecting the Kansas River.

FOK's Mission is to:

- To protect and preserve the Kansas River for future generations.
- To advocate for the rehabilitation of the Kansas River's environs, including its water quality and wildlife habitat.
- To discover and promote compatible public recreational uses of the Kansas River and encourage the development of public access.
- To educate the public about the importance, benefits, and beauty of the Kansas River.
- To cooperate with other people, organizations, and public agencies in support of a healthy Kansas River ecosystem.

As a member of the Friends of the Kaw (FOK) Team, the Youth Outreach & Programming Coordinator is responsible for:

- Coordinating and implementing multiple projects in support of Friends of the Kaw.
- Assist with managing and guiding organizational initiatives and projects associated with grant programs and educational programming.
- Assist the FOK Team as requested to fulfill the mission of FOK.
- Clear, frequent, and consistent communications with multiple project team members and will have a close working relationship with all members of the FOK Team to enable cross-team collaboration and communication.

Primary Responsibilities:

- Provides support as a representative of FOK on organizational projects and initiatives.
- Assist with programming objectives as needed and assigned.
- Organize and conduct educational programming for grades 6-12.
- Prepare for FOK educational outreach events as requested.

- Develop and maintain volunteer base for youth educational programming.
- Maintain professional development.

Secondary Responsibilities:

- Provides project and program support including, but not limited to, data collection and analysis.
- Assists with grant writing, specific business development, marketing, or fundraising tasks as needed.
- Assists in the development of organizational initiatives, project ideas and future organizational development.

Required Qualifications and Experience:

- Must be a TEAM player, both internal and external.
- Minimum Bachelor's degree required in Biology, Conservation, Ecology, Environmental Science, or related fields.
- Minimum 3 years of experience with environmental educational programming.
- Exemplary written and oral communications skills.
- Experience with public speaking.
- Strong organizational skills.
- Ability to prioritize tasks in a fast-paced environment.
- Excellent leadership qualities with the ability to overcome barriers and find meaningful collaborative solutions.
- Knowledge of watersheds, water quality parameters, aquatic ecology, and macroinvertebrates or willingness to learn these concepts.
- Proficient in Microsoft Office products, specifically Excel and Word.
- Proficient in Google Drive use and functions.

Preferred Qualifications and Experience:

- Strong grant writing experience is considered a plus.
- Experience with volunteer management.
- Familiarity with ArcGIS or the ability to complete training.
- Familiarity with video creation and editing.
- First aid and CPR certification.
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General Information

- Most of the work time is conducted in an office or school setting. Occasional in-stream programming will occur within the Kansas River watershed.
- Flexibility in schedule is required; occasional work in the evening and weekends for meetings or event participation.
- Comfortable working outdoors in inclement weather.
- Comfortable and capable of working in and around water.
- Must possess access to reliable transportation with the ability to travel to various work site locations throughout northeast Kansas.
- Ability to occasionally lift and carry up to 30 lbs.
- Must be equipped for work from a home office including internet access and space to work.



Friends of the Kaw is an equal-opportunity employer. Come as you are, all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. We welcome all.

Salary: Full time salaried position. Salary will be commensurate with experience.

Location: Commuting distance to Lawrence, KS

Application: Send resume, references, and letter of interest via email to: info@kansasriver.org

Application Closes: February 4, 2024. The position will be held open until filled.

Please contact us with any questions. Thank you for your interest in our work to protect and preserve the Kansas River!