



Northwest Avalanche Center

Part-time Education Coordinator Position Description

6.27.17

Mission and Background

The mission of Northwest Avalanche Center (NWAC) is to save lives and reduce the impacts of avalanches on recreation, industry and transportation in the Cascade and Olympic Mountains of Washington and northern Oregon through mountain weather and avalanche forecasting, data collection and education. NWAC is a collaborative effort between the US Forest Service Northwest Avalanche Center and the nonprofit Northwest Avalanche Center.

NWAC strives to meet otherwise unmet needs in regional avalanche education. Each year we put on nearly two hundred introductory slideshows-our “Avalanche Awareness” programs. The goal of these programs is to familiarize people with the hazards associated with snow covered mountains, and to help them determine whether they need more education. We work with a staff of part-time and very occasional instructors, most of whom work as guides or outdoor educators in some other capacity.

Responsibilities

The Northwest Avalanche Center is seeking a part-time Education Coordinator to assist the Education and Operations Manager in administering NWAC educational programs. This is an excellent opportunity to work in a professional environment and gain both nonprofit and avalanche safety experience.

The Education Coordinator will run the day-to-day of our education programs. Duties include:

- Fielding requests from host organizations
- Maintaining the internal program calendar and its counterpart on the NWAC website
- Outreach to local schools, clubs, and outdoor organizations
- Staffing programs
- Handling correspondence with hosts and instructors
- Collecting participant data from programs

Required Qualifications

- Competence with shared calendars, shared spreadsheets, and clear, timely email communication
- Sense of humor; we have a very fun, friendly office.
- Team player! Ability to coordinate and have fun with others

Recommended Qualifications

- A passion for winter sports and/or avalanche safety

Commitment

This entry level, contract position requires a commitment of approximately 20 hours per week for five months between September 4, 2017 and March 15, 2018. Four, 5-hour work days during the business week will be the norm, though we can offer some flexibility in scheduling. Our offices are located one block from Green Lake in Seattle.

Benefits

The position pays 14-16 dollars per hour depending on experience. No other financial benefits offered at this time. We offer a fun and relaxed work environment, the opportunity for you to gain exposure to a range of nonprofit and professional skills, and free entry into a number of avalanche education opportunities. NWAC will provide references, work experience, and projects to add to your resume. NWAC will offer a certificate to a local Level 1 avalanche class or ski/snowboard equipment of equivalent cost, as agreed upon before the start of the position. Access to discounts on outdoor gear and clothing are also available.

Application and Interviews

Deadline for applications is July 20th, 2017. An initial round of phone interviews will be offered to the most qualified applicants and completed by July 24th. Final, in-person interviews will be held at our Green Lake office on **August 7th, 2017**, with a hiring decision following shortly thereafter.

Please send a resume and a letter of interest to forest@nwac.us