

POSITION AVAILABLE

Posted: November 15, 2006

Environmental Educator for the Natural Lawn and Garden Hotline

Position available with the Natural Soil Building Program
Natural Lawn & Garden Hotline educator specializing in Natural Gardening Practices,
Integrated Pest Management (IPM), and Composting

Hotline Educator: Seattle Natural Lawn and Garden Hotline
Days/Hours: 24-28 hours a week, M-F, eight hours a day with flexible start/stop time
Time period: Immediate start; requires a 12-month commitment.
Wage Range: \$13.80 - \$16.00 per hour plus health insurance and earned time off

Qualified applicants may apply for the position as described above. Seattle Tilth Association is an affirmative action/equal opportunity employer. The Natural Lawn & Garden Hotline is staffed by a Seattle Tilth employee and is located at the Good Shepherd Center in Wallingford.

The Natural Lawn and Garden Hotline is an important part of the City of Seattle's Natural Soil Building Program. The Hotline offers free information to Seattle and King County residents on backyard composting and natural soil building techniques, resource conservation, pesticide reduction and natural gardening practices. The City of Seattle and King County will promote the Hotline extensively to raise awareness about the educational and problem solving service.

Some of the tasks include:

- Provide requested information to residents by phone, mail, email, or in person during designated business hours.
- Provide information on NSB programs and resources to program managers and staff of suburban cities and the Local Hazardous Waste Management Program in King County by phone, mail or email.
- Keep up to date on current Green Gardening Program activities, Pacific Northwest pest management resources and innovative information on appropriate gardening strategies.
- Create various support materials for the program as needed including flyers, articles, resource guides and training materials.
- Create and present educational classes/workshops to support Natural Soil Building Programs.
- Provide statistics, graphs and narrative quarterly reports to program manager at Seattle Tilth.
- Maintain an inventory of guides, factsheets, and frequently asked questions.
- Attend Tilth Staff meetings and Natural Soil Building team meetings.
- Other duties as assigned

Desired Qualifications for the Natural Lawn and Garden Hotline Position

- Extensive knowledge of Pacific Northwest gardening techniques, plants, pests and their management using sustainable practices.
- Degree in Horticulture, Plant Pathology, Entomology, or related fields.
- Experience in garden design, landscape maintenance, and/or nursery work.
- Familiarity with local and national gardening resources and how to access them.

- Knowledge of backyard composting and soil building techniques.
- Program management skills and experience desired.
- Spanish language skills a plus.
- Ability to create curriculum and training materials to support program.
- Experience teaching formally or informally in the classroom, in the workplace or at workshops.
- Excellent research skills.
- Strong writing and editing skills. (Short writing sample will be requested from finalists.)
- Experience using Microsoft Office, FileMaker Pro, and Adobe computer programs Experience with graphics programs a plus.
- Ability to work in a small indoor office, with lots of activity, while staying focused and calm.
- Friendly, polite, quiet and patient phone manner.

Interested parties should submit a cover letter and resume to:

**Seattle Tilth Association,
Attn: Andrea Cummins, Program Lead
Natural Lawn and Garden Hotline
4649 Sunnyside Ave. N. Rm. #120, Seattle, WA. 98103**

**Questions may be directed to Andrea Cummins at
andreacummins@seattletilth.org
Application Deadline: December 4, 2006**

Seattle Tilth is an affirmative action/equal opportunity employer. Women and minorities are strongly encouraged to apply.