

## ***Position Announcement: Education and Outreach Coordinator***

The basic function of the Education and Outreach Coordinator is to provide education and outreach to students, citizens and other conservation partners on behalf of the District Board of Supervisors in order to provide a well balanced conservation program in Shelby County.

### **Duties and Responsibilities**

- Education
  - o Plan and conduct the education programs of the Shelby Soil and Water Conservation District through classroom programs, outdoor education programs, and virtual programming.
    - Classroom Programing
      - Develop and conduct educational programs for in-class presentations cooperating with local school districts.
      - Develop, organize, and conduct teacher workshops and in-service training to educate teachers on natural resource conservation and agriculture-related topics.
- Community Relationship Building
  - o Establish and maintain an excellent working relationship with all local school systems, educators, and partnering organizations.
  - o Apply for educational program grants and request sponsorship for programs and events
- Marketing/Communication District Message
  - o Maintain a well-established public outreach and marketing program promoting the District and our mission of natural resource conservation.
  - o Use conventional media such as radio, newspaper articles, newsletters promotional displays, etc., and social media methods to further the district's mission and promote its activities and events.
  - o Conduct presentations on conservation issues, district functions, and local projects to service groups, clubs, units of government, and various conservation groups.
- Event Management
  - o Document programs and accomplishments and maintain and organize the District's photographs for use in displays, slide shows, social media, news articles, etc.
    - Maintain detailed records of time utilization, presentations completed, number of participants, and presentation evaluations. In addition, the Coordinator will be responsible for the report preparation of these records. Perform other related duties as needed and requested by the District Administrator.

### **Desired Qualifications**

- Associates Degree in education or communications-related field pertaining to agricultural, environmental, natural resource, or science education; or

relevant experience in conservation education and outreach; or equivalent combination of education and experience. Individual must be energetic, well organized, reliable, and self- motivated.

- Familiarity with conservation issues preferred including: conservation planning, soil science, erosion and drainage, agricultural best management practices, zoning/land use, wetlands, wildlife, streams, and ponds.
- Organized individual, capable of managing multiple projects and working with minimum supervision; capable of working in both office/outdoor field environments, including rigorous field work in extreme weather conditions.
- Excellent presentation and writing skills required; good computer skills with proficiency in Microsoft Office products; experience in the use of technology/social media preferred.
- Must possess valid Ohio driver's license, and have a good driving record.

### **Salary and Benefits**

Salary will commensurate with education and experience. Benefits package including: Ohio Public Employees Retirement System, health and life insurance, vacation time, sick leave, compensatory time, and deferred compensation.

### **Application Process**

Applicants are asked to send a resume, cover letter and three references to the Shelby SWCD office located at 822 Fair Rd. Sidney, Ohio 45365, Attention: Jason Bruns Further details can be requested via email contact: Jason.brunns@oh.nacdnet.net. or by phone at (937) 492-6520 ext 2586.. Application deadline is September 5, 2022. Successful applicant will be subject to federal background check as well as a driving record. All programs, services and activities of the Shelby SWCD are offered on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, age, marital status or handicap.