

Tri-County/City Soil and Water Conservation District (TCCSWCD)

Job Description

Education Coordinator – Full-Time

The Education Coordinator, under the supervision of the TCCSWCD District Manager, is a full-time position that provides outreach and education to the four localities of the TCCSWCD.

A college degree or equivalent experience is desirable.

Applicant must have a valid Virginia driver's license and must be willing to provide his or her own transportation on the job if District vehicles are not available. Mileage will be reimbursed at the current state mileage rate.

Attendance at public meetings or other events outside of typical hours of work is periodically required.

Responsibilities

1. Plan, organize, and conduct educational programs for youth and adults. These may include but are not limited to school events and presentations, rain barrel workshops, farm field days, Envirothon, educational workshops and presentations, developing and manning District displays.
2. Develop and maintain the content of the TCCSWCD website and social media presence and coordinate with the Administrative Professional on operations and administration of website and other online projects and initiatives. Prepare quarterly newsletter and District publications.
3. Develop and/or assist with the development of grant applications and the administration of grant projects.
4. Promote and coordinate applications for Youth Conservation Camp and Scholarship Programs.
5. Assist technical staff with outreach programs including, but not limited to, natural resource conservation and management, including urban/suburban and agricultural issues and programs.
6. Prepare press releases and engage with media to foster coverage of District programs and events.
7. Assist technical staff with Total Maximum Daily Loads (TMDLs), Watershed Plans, and the implementation of the Virginia Conservation Assistance Program (VCAP) on an as-needed basis.
8. Oversee District volunteer program.
9. Serve as staff to the Education Committee and monitor Committee tasks, obligations, and deadlines.
10. Other programs/duties as assigned by District Manager.

Knowledge, Skills, and Abilities

1. General knowledge of soil and water conservation issues, policies, and technologies.
2. Knowledge of natural resource conservation and management as it pertains to urban, suburban, and agricultural settings.
3. Ability to lead engaging presentations to youth and adults.
4. Experience working with school-aged children in an educational setting.
5. Knowledge of Virginia Standards of Learning (SOLs) for each grade level to develop programs accordingly.

6. Energetic, organized, neat, punctual, flexible, detail oriented, and self-motivated.
7. Experience in developing and maintaining websites.
8. Ability to develop a variety of documents and materials including, but not limited to, promotional materials, lesson plans, reports, signs, and educational displays and exhibits.
9. Ability to utilize strong computer skills, including, but not limited to, word processing, spreadsheets, desktop publishing, email, internet searches, and researching abilities.
10. Ability to maintain positive, cooperative relationships with others, including receiving direction from supervisor(s) in a positive manner. Able to communicate suggestions and disagreements professionally.
11. Ability to work in a collaborative team environment but also work independently.
12. Ability to adhere to District policies and code of conduct. Ability to abide by applicable laws, regulations, and policies and to address concerns or dissatisfaction proactively and through appropriate channels.
13. Ability to work weekend and/or evening hours occasionally and to travel, sometimes overnight.
14. Ability to work outside of the office including standing for long period of time, walking over uneven terrain while leading and teaching groups, and tolerating heat, cold, and changing environmental conditions.

Salary Range

\$25,000 – \$45,000

Benefits: Employer contributions to Virginia Retirement System (VRS) plan, health insurance, life insurance, short/long-term disability insurance, paid holidays, and annual and sick leave

EXEMPT

Board Approval Date: April 20, 2018

District Manager-Employee Review	
_____	_____
Employee signature	District Manager signature
_____	_____
Employee name	District Manager name
_____	_____
Date	Date