

## Education Position Guidelines

- 30 to 40 hrs per week
- Starting pay scale \$16/hr
- Benefits available
- 90-day probationary period
- References name/contact information must be listed on resume
- Deadline to apply – September 6, 2024
- For questions, contact Sandy at 740-885-3313
- E-mail resumes to [slahmers@wcgov.org](mailto:slahmers@wcgov.org) or
- Resumes, if mailed, must be postmarked by September 6, 2024
- Send resume to: Washington SWCD

Resume  
21330 State Rt 676, Ste E  
Marietta, OH 45750

## Job Description

**Job Title:** *District Education Specialist*

**Reports To:** District Program Administrator

**EEO Classification:** Education

**Prepared By/Date:**

**Summary:** The *Education Specialist* provides educational assistance on conservation and natural resource management and preservation initiatives.

## **Essential Duties and Responsibilities:**

### **Adult Education**

1. Develop programs to educate the general public on the conservation of our natural resources.
2. Prepare educational articles for the quarterly newsletter.
3. Prepare educational releases for the local media, (newspaper, radio, TV, etc.).
4. Attend Washington County Commissioners meetings periodically to update them on WSWCD programming and events.

### **Youth Education**

1. Conduct teacher workshops in order to better prepare them with the skills needed to become competent in teaching natural resources issues.
2. Establish a reliable and accessible resource base to assist teachers with their own natural resource curriculum.
3. Organize K-12 classroom activities and field days promoting agriculture and natural resource preservation and management.
4. Create materials promoting environmental education to be used as aides in the science curriculum.

### **General**

1. Work to improve and expand the Washington SWCD education programming through outside funding sources such as grant sources, local industry, businesses and civic organization sponsorship.
2. Keep informed of other WSWCD activities that may be pertinent to the environmental education of Washington County adults and children.
3. Assist with tours, field days, educational meetings, public information and related activities.
4. Create and print the quarterly newsletter. Update mailing list with known changes and additions.
5. Update and maintain the District website and facebook pages.
6. Other duties and responsibilities as directed by the District Program Administrator.

## **Additional Requirements:**

1. Actively promote conservation initiatives and the mission of Washington Soil and Water Conservation District.
2. Maintain safe driving record and have reliable transportation.
3. Knowledge and understanding of governing rules, working agreements, regulations and strategic plans specific to Washington SWCD, Division of Soil Water Conservation – Ohio Department of Natural Resources, Natural Resources Conservation Service and other conservation organizations (i.e. U.S. Department of Agriculture, Ohio Cooperative Extension Service and Ohio Department of Transportation).
4. Attend internal and external meetings.
5. Pursue continuous education and professional development opportunities as identified and directed.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**

Associate Degree (A.A.) in Conservation, Natural Resources or Agriculture related field; or two to four years related experience in conservation/environmental employment or agriculture; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software; internet/e-mail.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently housed in a classroom setting.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to stand; walk and sit. The employee is frequently required to talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.