

Missaukee Conservation District
Education Coordinator/Soil Erosion & Sedimentation Control Agent
Position Description

EMPLOYMENT STATUS: Full-time position with sick leave accrual, vacation after one-year employment, paid holidays and no fringe benefits.

LOCATION: Missaukee Conservation District, 6180 W. Sanborn Road, Lake City, MI 49651

POSITION OBJECTIVE: The person filling the position of Education Coordinator/Soil Erosion & Sedimentation Control Agent serves as the primary educator and outreach coordinator for the Missaukee Conservation District. The employee will also promote the District's programs and services available to the public.

RELATIONSHIPS: Education Coordinator reports directly to the Missaukee Conservation District Manager. Employee will work as a part of a team to accomplish the District mission. Annual goals, outreach projects, and expenditures are coordinated with the District Manager.

DUTIES AND RESPONSIBILITIES:

- Plan and conduct the youth education program of the Missaukee Conservation District through classroom presentations, outdoor programs and electronic media
- Establish and maintain an excellent working relationship with all local school systems, educators and partnering organizations
- Develop, organize and conduct teacher workshops and in-service training to educate teachers on natural resource conservation and agriculture-related topics
- Develop classroom *Conservation Education Toolkits* with activities and materials pertaining to recycling pollinators, soil health, water quality, wildlife and other pertinent conservation topics
- Coordinate local and state NACD Poster Contest
- Apply for education program grants and request sponsorship for programs and events
- Develop a robust public outreach and marketing programs promoting the District and our mission of natural resource conservation. This will include the annual report coordination, bi-annual *Conservation News* newsletter and website updates in addition to radio spots, newspaper articles, promotional displays and television broadcasts.
- Conduct presentations on conservation issues, District functions, and local projects to service group, clubs, units of government and various conservation groups
- Photo-document programs and accomplishments as well as 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 Coordinator will be responsible for report preparation of these records.
- Perform other duties as assigned by District Manager.

EDUCATIONAL QUALIFICATIONS: Associate Degree in education or communications-related field pertaining to agricultural, environmental, natural resource or science education; or two to four years of related experience in conservation education and outreach, or equivalent combination of education and experience.

PREFERRED EXPERIENCE: Two years' work experience or related education demonstrating proficiency in the following skills: natural resource education, customer service, publishing tools, public speaking and community outreach.

MINIMUM POSITION QUALIFICATIONS: (Training in some aspects may be made available to individual)

- Efficient typing skills with proficiency in Microsoft office including Word, Excel, Publisher and PowerPoint
- Individual must be energetic, well organized, reliable and self-motivated
- Ability to manage and organize multiple tasks, meet deadlines, manage time and ensure high quality of work
- Ability to communicate effectively in both oral and written form
- Able to take and pass Michigan Department of Environmental Quality's Construction Storm Water Operator/Soil Erosion Inspector Training (training available)
- Must have a valid driver's license, good driving record and have reliable transportation
- Must be able to lift 50 pounds

This description is intended to serve as a guide for the position of Education Coordinator and describes the general nature and level of work expected of this position. It is not to be considered inclusive of all job responsibilities.

HOURS OF WORK: Monday through Friday, 8:30 to 4:30 with the occasional evening or weekend meetings and overnight trainings.

SALARY & BENEFITS: Pay \$16.50 per hour. Benefits include sick leave, vacation leave (after one year), and paid holidays.

EQUAL EMPLOYMENT OPPORTUNITY: All MCD programs and services are offered on a nondiscrimination basis.

TO APPLY: Submit cover letter, resume and application to Sherry L. Blaszak, 6180 W. Sanborn Road, Suite 3, Lake City, MI 49651 or sherry.blaszak@macd.org, by 4:30 p.m. September 4, 2018.