



EDUCATION & OUTREACH COORDINATOR

Non-Dakota County Recruitment

Job # 55412.17.SWCD1

POSTING TYPE: Open-competitive

DEPARTMENT: Soil and Water Conservation District

HOURS: Full Time, 40 hrs p/wk

HIRING RANGE: \$59,048 - 66,429/year

SALARY RANGE: \$59,048 - 92,262/year (2018 Rates)

LOCATION: Extension and Conservation Center, Farmington, MN

UNION: None

CLOSE DATE: 4:30 p.m. on Friday, December 8, 2017

**** This is a non-Dakota County recruitment. To apply, send BOTH a cover letter and resume to the contact listed at the bottom of this posting announcement. ****

The primary objective of this progressively responsible, professional position is to coordinate and conduct educational workshops and outreach activities. Responsibilities will include providing public workshops including those associated with a successful and well attended Landscaping for Clean Water Program, coordinating and presenting materials at events sponsored by Dakota County, cities, watershed organizations, nonprofits and a variety of partners, coordinating outdoor education programs and tours, providing social media and web updates, and developing press releases and quarterly newsletters. Additional duties will include field assessments and landowner assistance with project installations as well other administrative and technical tasks.

The Education and Outreach Coordinator will report to the District Manager but will work in a team environment with staff from SWCD, County Departments, municipalities and other organizations. Creativity and organizational skills will be required to simultaneously manage a range of activities. Multiple evening and occasional weekend work is required with this position.

MINIMUM QUALIFICATIONS

- Bachelor's degree in physical or biological sciences, environmental studies, sustainability or closely related field **AND** Two (2 years) of experience with planning, coordinating, teaching and implementing environmental programs

OR

- An equivalent combination of relevant education and work experience totaling at least seven (7) years.

AND

- Valid driver's license.

Preferred Experience:

- Direct work experience with both outreach activities and direct communication with the public.
- Strong writing and public speaking skills.

DUTIES & RESPONSIBILITIES

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required.

1. Coordinate and conduct Landscaping for Clean Water Workshops and other related workshops.
2. Coordinate and lead the development of internal and external outreach activities such as web content, social media, newsletters, public displays, press releases, and program fact sheets.
3. Coordinate, develop and maintain partnerships with citizens, communities, businesses and organizations to implement education strategies of the soil and water conservation district

4. Develop methods to measure and evaluate programs and activities.
5. Work both internally and with external partners to coordinate communication strategies, identify appropriate audiences, develop messages and the appropriate methods to deliver message.
6. Coordinate public events including the annual outdoor education days for 5th grade students and various conservation tours.
7. Administer and coordinates volunteer programs.
8. Foster understanding of how land use affects water quality and quality of life, supply motivation for environmentally sound decision making and obtain feedback to measure various programs.
9. Provides information necessary to develop annual work plans or budget documents.
10. Assists with preparation of grant applications, grant reporting and customer service within the office.
11. Assists with preparation of Board meeting materials and distributing information.

Essential Job Functions: All duties listed above are essential functions of the position.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT

- Ability to present technical data in an understandable method to a variety of audiences. Working knowledge of natural resource conservation programs, current trends and resources, and the demonstrated ability to apply this knowledge.
- Knowledge of government functions and organizations affecting the soil and water conservation district.
- Demonstrated project management skills as they related to natural resource and water quality initiatives.
- Ability to conduct research, plan projects and use statistical data.
- Skill in analyzing, interpreting and presenting technical data.
- Ability to establish and maintain cooperative working relationships with staff, partnering organizations, representatives of both government and the private sector, and the public.
- Ability to effectively participate in multi-disciplinary teams, to be a team leader when appropriate, and have a demonstrated ability to achieve desired results through the application of team concepts.
- Ability to develop and execute work plans with measurable outcomes.
- Ability to communicate effectively, in both verbal and written forms.
- Ability to prepare reports, letters, charts, maps and other documents with strong attention to detail using Microsoft products, GIS software and computer databases.
- Ability to employ strong organizational and time management skills.

WORKING ENVIRONMENT: Work is performed in a County office building. Some projects and tasks will require fieldwork to gather information and review existing site conditions. Work is often performed independently without supervision. Occasional evening and weekend work is expected. Lifting required up to 25 pounds on an occasional basis. Equipment used may include, but is not limited to survey and monitoring equipment, laptop computer, projector and vehicles. Position includes exposure to outdoor conditions during fieldwork, such as uneven or slippery terrain, changes in temperature and humidity and exposure to biting insects.

APPLICATION/SELECTION PROCESS: All materials will be collected by the Soil & Water Conservation District Office. The examination/selection process for this classification will consist of a review of submitted application materials by the hiring manager. Only candidates whom meet the minimum qualifications will be considered for interviews.

Submit BOTH a cover letter and resume to the attention of: Brian Watson, Manager Dakota County Soil and Water Conservation District, 4100 220th Street West, Suite 102 Farmington, Minnesota 55024 or e-mail to brian.watson@co.dakota.mn.us **Materials must be received by 4:30 p.m. on Friday, December 8, 2017.**

The Dakota County SWCD is an equal opportunity employer.