



Part-Time Job Announcement

ASWCD Education and Outreach Assistant Position

JOB TITLE: ASWCD Education and Outreach Assistant (Part-Time)

SUPERVISOR: Ann Marie Pauley (ASWCD Education and Outreach Coordinator)

LOCATION: 1521 Pearman Dairy Road Anderson, South Carolina 29625

ABOUT THE DISTRICT

Our mission is to conserve and protect our natural resources, and to provide education to the public to encourage good stewardship of our environment. ASWCD offers many different educational programs, resources and volunteer opportunities for community members in Anderson County. The district is charged with meeting basic land, water, and other natural resource problems locally and is a subdivision of the South Carolina Department of Natural Resources (SCDNR).

GENERAL JOB DESCRIPTION

The ASWCD Assistant will assist the Education and Outreach Coordinator with implementation and evaluation of district educational programming (both adult and K-12) in Anderson County. Specifically, these programs will be focused on water quality, soil health, agriculture, wildlife, and natural resources education. This position is a part-time position working **10 hrs/week at \$12/hr with paid mileage during district functions**. ASWCD hours are from 8:30 am - 5:00 pm. **Some afternoon and weekend work will be required.** The position will be flexible with class schedules if needed. The employee will report to the Anderson County Soil and Water District Office located on Pearman Dairy Road.

MAJOR DUTIES AND RESPONSIBILITIES

Duties include record keeping of educational "water trunks" at each school district in Anderson County, tracking of district education supplies, program evaluations, assistance with programs, SC Adopt-A-Stream volunteering, organizing and packing seeds for the Seed Library, and helping create and edit posts/blogs for social media and the district website. The chosen candidate will also have the opportunity to become a **certified SC Adopt-A-Stream monitor**.

QUALIFICATIONS

Education:

- Applicants should be individuals looking for exciting part-time work to gain experience in natural resources education and outreach in Anderson, South Carolina. Applicants must be 16 or older to apply.
- Preferred background includes applicants to currently be pursuing coursework in communication, natural resources, natural resource management, education, agriculture sciences, agriculture education, or related discipline.

Experience:

- Has some experience with managing business social media, website, and large email lists with familiarity of graphic design elements, Facebook page, Instagram, and Twitter accounts.
- Experience with speaking in front of large crowds and working within public schools
- Must be able to collect, evaluate, and interpret data related to education programs implemented by the district.

KEY COMPETENCIES

- Has exceptional oral, public speaking, and written communication skills.
- Independent, proactive, and willing to work with minimal supervision.
- Demonstrates the ability to be an effective member of a team.
- Valid driver's license and vehicle

PHYSICAL REQUIREMENTS: Lifting, standing, walking, sitting, stoop/kneeling, and carrying weight.

Signature: _____ Date: _____

Please send resume and cover letter and internship date interest to annmarie.pauley@andersonswcd.org

Application Deadline for 2026 position is Thursday, February 12th at 4:30 pm. Interviews are expected to take place between Tuesday, February 17th, and Friday, February 20th. Expected start date is Monday, March 2nd.

For questions about the position email annmarie.pauley@andersonswcd.org or call (864) 844-8224.