



## **Job Description**

### **ASWCD Education & Outreach Coordinator**

**Starting Salary:** \$40,000

**Benefits:** State health, dental, vision insurance, retirement, 2 weeks paid vacation and paid federal holidays.

**Deadline to apply:** February 26, 2024 by 4:30 pm

#### **Background**

The Soil & Water Conservation District is an entity of local government whose purpose is coordinating and directing resource conservation activities within the county. The District is guided by a five-member board of District Commissioners who make policy decisions and address concerns expressed by county residents.

Working closely with the District is the USDA-Natural Resources Conservation Service (NRCS). The NRCS is a federal agency that provides technical assistance to the District and county residents in addressing natural resource problems.

The state agency, the South Carolina Department of Natural Resources (SCDNR) also serves the District by assisting with its projects and publicizing its efforts and accomplishments. The SCDNR is responsible for administering the Conservation Districts Law.

The Education & Outreach Coordinator is expected to work with all three entities in completing day to day educational duties. The primary responsibility, however, is following the instructions of the District Commissioners.

#### **Job Location**

USDA Service Center: 1521 Pearman Dairy Road Anderson, SC 29625

#### **General Position Summary**

This is a full-time, at-will position serving the citizens of Anderson County as a staff member of the Anderson Soil and Water Conservation District. This position is a source of education and outreach for the public, on natural resource issues. It has no regulatory authority.

#### **Essential Functions / Major Duties**

This position coordinates with the District Manager and partnering agencies/organizations to design, promote, and implement educational and outreach information, activities, and meetings for the benefit of individuals and the community. It also includes the management of a part-time internship position for the district.



**Specifically, the Education & Outreach Coordinator:**

- Coordinates the District's youth & adult education/outreach efforts related to workshops, classes, tours, camps, fairs, and/or seminars, etc. This includes the Seed Library and Pop-ups, Annual Education Contests and Scholarships, Barrel & Beer events, Envirothon, Arbor Day, Quarterly Litter Pick-ups, Anderson County Watershed Protection Council grant fulfillment and Adopt-A-Stream training and meetings.
- Manages a part-time intern yearly and helps with hiring and task coordinating of that position.
- Willing to work some weekend hours for programs at the library or community outreach events (i.e. setting up booths and informational tables at local county fairs/events).
- Researches and applies for grant opportunities. Specifically annual grants that have been obtained in the past (Anderson County Watershed Protection Council Kinder Morgan Grant, Duke Energy, Seed Savers Exchange Grant etc.)
- Attend trainings to further the education of the position. Attends local area meetings (Lake Hartwell Partners For Clean Water, Anderson Area Chamber Water Resource, APCSP, Anderson County Watershed Protection Council Meetings, Environmental Education Association Meetings), Annual State Conference and other similar meetings and is active in the SC Conservation District Employees Association.
- Comfortable speaking in front of large crowds during programs and outreach events
- Has exceptional oral and written communication skills. Writes, edits, and/or coordinates the development of District communication materials, including press releases, fact sheets, monthly newsletters, affiliate drives, brochures, PowerPoint presentation, flyers, etc.
- Has some experience with managing business social media, website, and large email lists with familiarity of graphic design elements to maintain the District website,
- Facebook page, Instagram, and Twitter accounts.
- Experience using Canva for social media graphics and illustrations.

**Education/Experience**

- Bachelor's Degree (or equivalent experience of 2+ years) with major course work in communication, natural resources, natural resource management, agriculture sciences, education, outreach, or related discipline.
- Demonstrated proficiency in communication skills and technology.
- Demonstrated ability to be an effective member of a team.
- Experience in developing, implementing, and monitoring a work plan that achieves the desired results.

Resumes can be sent via email to [andersonswcd@live.com](mailto:andersonswcd@live.com) or mail to **Anderson Soil & Water Conservation District, 1521 Pearman Dairy Road, Anderson, SC 29625.**