



Job Description
ASWCD Education and Outreach Coordinator

Position Type: Full-time, At-Will

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

Starting Salary: \$35,000 - \$40,000 annually

Benefits: State health, dental, and vision insurance; state retirement; two weeks paid vacation; paid federal holidays

Application Deadline: July 10, 2026 by 4:30 pm

Organization Background

The Anderson Soil and Water Conservation District (ASWCD) is a local government entity dedicated to conserving and protecting Anderson County's natural resources through education, outreach, partnerships, and voluntary conservation efforts. The District is governed by a five-member Board of Commissioners who establish policy and local conservation priorities.

ASWCD works closely with the USDA Natural Resources Conservation Service (NRCS), which provides technical assistance to landowners and partners, and the South Carolina Department of Natural Resources (SCDNR), which administers Conservation Districts Law and supports District programs. While the position works closely with all partner agencies, its primary responsibility is carrying out the goals and priorities established by the District Commissioners.

General Position Summary

The Education and Outreach Coordinator serves as the District's primary educator and public outreach representative. This full-time position plans, promotes, coordinates, and evaluates educational programs and outreach initiatives related to natural resource conservation, including soil health, water quality, agriculture, forestry, wildlife habitat, stormwater management, and environmental stewardship. The position supports education, communications, outreach, partnerships, grants, and community engagement and has no regulatory authority.

Essential Functions / Major Duties

The Education and Outreach Coordinator works with the District Manager and partners to design, implement, and promote educational programs, outreach initiatives, and community engagement activities. The position also supervises a part-time intern and supports volunteer engagement.



Specific Duties of the Education and Outreach Coordinator:

- Develops, coordinates, and evaluates youth and adult education/outreach programs, including workshops, classroom presentations, camps, fairs, and community events. Programs include the Seed Library; Annual Education Contests, Scholarships, and Awards; Rain Barrel Workshops and Sale; SC Envirothon; Arbor Day; Quarterly Trash Clean-Ups; Green Steps Schools; SC Adopt-A-Stream; CoCoRaHS; and Anderson Water Council grant activities.
- Creates education/outreach materials, graphics, and educational content using Canva and similar platforms; manages monthly newsletters, email communications, website content, and social media platforms (Facebook, Instagram, and Twitter); and promotes District programs, events, and conservation initiatives.
- Builds partnerships with schools, libraries, community organizations, and conservation partners. Coordinates volunteers for educational programs and events.
- Supervises a part-time intern, including hiring, training, and project coordination.
- Assists with grant research, applications, reporting, and implementation, including recurring grants such as Anderson Water Council/Kinder Morgan, Duke Energy, and Seed Savers Exchange.
- Participates in professional trainings, conservation district meetings, conferences, and local partnership groups, including Lake Hartwell Partners for Clean Water, Anderson Area Chamber Water Resources, Anderson Pickens Counties Stormwater Partners, Anderson Water Council, Farm Bureau, and environmental education organizations.
- Actively participates in the SC Conservation District Employee Association.
- Comfortable speaking in front of large crowds during programs and outreach events
- Works occasional evenings and weekends to support educational programs, community outreach activities, and special events (e.g. informational table at local county fair).

Minimum Qualifications - Education/Experience

- Bachelor's degree in communication, natural resources, agriculture, environmental science, education, outreach, or related field; OR 2+ years equivalent experience
- Demonstrated proficiency in communication skills and technology.
- Experience in education, outreach, or program coordination
- Ability to work independently and collaboratively
- Valid driver's license; ability to travel locally within Anderson County

Interested applicants should submit a resume and cover letter by the application deadline via email to andersonswcd@live.com or mail to **Anderson Soil and Water Conservation District, 1521 Pearman Dairy Road, Anderson, SC 29625.**