**EDUCATION/OUTREACH COORDINATOR POSTION AVAILABLE**

**APPLICATION DUE:** Friday - June 1, 2018 by 4:00 PM **EMPLOYMENT STATUS:** Full-Time

**LOCATION:** Pickaway Soil & Water Conservation District, 110 Island Road, Suite D, Circleville, Ohio 43113

**DUTIES AND RSPONSIBILITIES:**

* Build an outreach/marketing program to reach out to the community by arranging tours, field days, workshops, meetings, poster contests, day camp, Extension/4-H, and conferences for informing all segments of the populace of the district’s conservation program and of modern conservation concepts.
* Create, promote and present conservation/agricultural methods and programs to a variety of audiences.
* Conduct demonstrations and create displays for Pickaway County Fair, Ag Day, Annual Meeting and other community events.
* Responsible for maintaining, organizing, updating, and distributing brochures associated with conservation, educational materials, fish, tree sales and annual report.
* Annual Meeting/Banquet Coordinator.
* Produce, prepare for mailing the District Newsletter and keep the newsletter mailing and email lists updated.
* Submit news releases and updates on District’s social media such as website, Facebook and other accounts.
* Work with Extension/4-H on sponsorship programs.
* Serve as representative on the Area V Envirothon Committee.
* Serve as representative on the FFA Advisory Committee.
* Conduct and advertise for an annual Donald E. Minor Scholarship.
* Continue and expand the Affiliate Membership Program.
* Write mini-grants and request sponsorships for programs and events.
* Other duties as assigned by the board of supervisors and district administrator.

**MINIMUM POSITION QUALIFICATIONS: \* Training is some aspects will be made available to applicant.**

* Bachelors or Associate Degree in Communication or Ag Education with a general knowledge of agriculture and natural resources.
* Ability to manage and organize multiple tasks, meet deadlines, time management, and ensure high quality of work.
* Ability to communicate effectively in both oral and written form. Must speak fluent English.
* Efficient typing skills in Microsoft Office including Publisher, Access and Power Point.
* Must have a valid Ohio driver’s license and good driving record and have reliable transportation.
* Must be able to lift and move 30 pounds.
* Must be able to pass a criminal background check and drug test.

**HOURS OF WORK:** 8:00 a.m. to 4:30 p.m., Monday through Friday with occasional evening or weekend.

**SALARY & BENEFITS:** Salary commensurate with education, qualifications and experience. Benefits include sick leave, vacation leave and Public Employee Retirement System (PERS). Health insurance is available to full time employees.

**EQUAL EMPLOYMENT OPPORTUNITY:** All SWCD and NRCS programs and services are offered on a nondiscrimination basis without regard to race, color, national origin, age, gender, religion, marital or family status, disability, sexual orientation or political beliefs.

**APPLICATION:** Must receive by 4:00 PM, Friday, June1, 2018, please send cover letter, resume and three references to:

**Pickaway SWCD**

**Attn: Tawn Seimer**

**110 Island Road, Suite D**

**Circleville, Ohio 43113 Or Email:** [**tawn-seimer@pickawayswcd.org**](mailto:tawn-seimer@pickawayswcd.org)

**Any questions, please call office at: 740-477-1693**

Applicants will be notified for interview. Please indicate telephone hours available for follow-up contact.