

PULASKI COUNTY SWCD Education Coordinator/Office Assistant Position Description

Position: Education Coordinator/Office Assistant

Department: Pulaski County Soil & Water Conservation District

Date Written: October 2018

Status: Seasonal -
Part Time
(1288 Hours)

Position Summary:

This position provides educational, clerical, and financial support for the Pulaski County Soil & Water Conservation District Supervisors in carrying out the District's program in conformance with the purpose of the District as defined in the Indiana District Law (IC 1432). This position requires experience in education, communication, office administration, and grant financial management. The employee may be asked to provide some assistance for agricultural programs when assisting SWCD partner agencies or other conservation agencies.

Primary Responsibilities:

- Work professionally and courteously with the other conservation agency staff in the office to represent the SWCD Supervisors.
- Coordinate soil and water resource based educational programs for both adult and youth. This includes coordination with teachers, schools, caterers, and the news media. Educational supplemental material may need to be created and provided such as schedules, worksheets, posters, flyers, and displays.
- Provide timely service to county schools on programming and create programming to fit Indiana State Standards and teachers' needs.
- Provide positive public relations for the agriculture sector and the environmental community while working for the SWCD.
- Maintain a position on the Arrow Head Country RC & D Education Committee and volunteer for their yearly events of Envirothon and the River Rafting Expedition
- Work as a team with the Pulaski County District Support Coordinator on office business including the annual meeting and provide reports to the ISDA and Indiana Gateway per our annual requirements.
- Assist with researching the availability of grants and summarizing prioritization of the needs of the District with other staff members and Supervisors. Assist with grant writing and administer grant in order to accomplish addressed needs.

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- Maintain current knowledge of applicable legislation governing SWCD activities and related programs, goals, and procedures.
- Attend training sessions, meetings, and conferences as approved and directed by the governing SWCD Supervisors.
- Attend monthly evening meetings of the Board of Supervisors with prepared financial reports.

Position Requirements:

- High School Diploma
- Working knowledge of basic conservation practices and functions of the Soil & Water Conservation Districts and related agencies.
- Working knowledge of standard office policies and procedures and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Ability to type with speed and accuracy and properly operate a variety of standard office equipment including a computer, printer, copier, and calculator.
- Working knowledge of Standard English grammar, spelling and punctuation, and the ability to compose and prepare correspondence, media releases, grant applications, student lesson plans, and reports.
- Effective communicator while scheduling programming with teachers and while presenting educational programs for the youth.
- Ability to understand and follow oral and written instructions and work alone or with others in a team environment with minimum supervision.
- Ability to work extended and/or weekend hours and occasional travel out of county for trainings/meetings (sometimes overnight) - with appropriate reimbursement.
- Ability to assist with river rafting (as a captain, co-captain, or a member of the land crew).
- Ability to lift 40 pounds and walk long distances in corn fields for stalk sampling.
- Possession of a valid driver's license and demonstrated safe driving record.
- Willingness to undergo a lengthy federal background check.