



Gladwin County Conservation District

Position Vacancy Announcement
Community Outreach and Conservation Educator

GLADWIN COUNTY CONSERVATION DISTRICT IS SEEKING A DYNAMIC AND ORGANIZED TEAM-PLAYER TO SUPPORT CONSERVATION EFFORTS IN GLADWIN COUNTY AND THROUGHOUT MICHIGAN. THIS POSITION REPORTS TO THE EXECUTIVE DIRECTOR AND IS FULL-TIME, 40 HOURS PER WEEK POSITION AS COMMUNITY OUTREACH AND CONSERVATION EDUCATOR.

Position Summary

The Community Outreach and Conservation Educator is a key member of the Gladwin Conservation District's conservation planning team. The Community Outreach and Conservation Educator works in the community to provide environmental education and conservation programming to local schools, agencies, partners, and the public. The role of the Community Outreach and Conservation Educator is to lead engaging environmental education programs for diverse participants within Gladwin County and to promote and encourage conservation and responsible use of natural resources by providing high quality programming and resources to the public. The Community Outreach and Conservation Educator provides education, outreach, and communication support to all district programs - including Agriculture, Habitat, Community Conservation, and District Operations. Some work for the Community Outreach and Conservation Educator may be related to grant funded projects and reporting on deliverables will be required.

Essential Tasks

These are illustrations of the various types of work performed. The omission of specific duties does not exclude them if the work is related or a logical assignment to the position.

- Coordinate, schedule, and teach conservation lessons to school-aged children throughout Gladwin County through cooperating programs such as SPARKS, 4-H, Boy/Girl Scouts, and CTE.
- Facilitate high quality and engaging K-12 environmental education lessons and activities at schools and in the community
- Work to develop Gladwin Conservation District (GCD) lessons and curriculum that emphasize the goals of the GCD
- Disseminate information to local school districts, stakeholders, and teachers via email and phone to promote program opportunities
- Assist in the Gladwin Conservation District Annual Spring and Fall Tree Sale
- Assist the Executive Director in community outreach and engagement through informational fairs, markets, and events
- Write and contribute content for internal and external publications, including social media, newsletters, flyers, and website
- Support youth in developing and implementing community conservation projects
- Assist in local projects that promote outdoor recreation in Gladwin County
- Foster positive relationships with school district staff and community partners
- Maintain accurate and timely records of all education and outreach programs, including pre-and post-survey responses, attendance, quotes and testimonials, and other metrics

This position may include field work in and around such locations as rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. The ability to navigate rough terrain and to work and drive in a variety of weather conditions is essential.



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This position may require work outdoors related to workshops, tours, field days, and other District-sponsored programs and events. These events may occur during inclement weather.

The Community Outreach and Conservation Educator will be required to travel to conferences, workshops, training sessions, and attend daytime and evening meetings that may be away from the office. Travel may occur outside the normal workday; these events may require overnight stays and may be as long as one week.

Job Qualifications

Required knowledge, skills, and abilities

1. Bachelor's degree in elementary education, environmental education, environmental science, natural resources, or three years of relevant experience.
2. Demonstrated proficiency in Microsoft and Google products (PowerPoint, Excel, Google Drive, etc.).
3. Ability to participate in meetings with District Staff, Board of Directors, and other partnering agency staff to coordinate work and prioritize projects.
4. Skill in acting as District liaison or representative at meetings as directed by the Executive Director.
5. Possess strong communication, writing, and interpersonal skills.
6. Flexible and can thrive in a fast-paced environment while wearing several hats.
7. Proactive self-starter with a strong sense of taking initiative moving forward without waiting to be told what to do and how to do it.
8. Always learning and willing to constantly think about the next step or opportunity for environmental education within Gladwin County.
9. Ability to work independently, prioritize effectively, and use professional judgment.
10. Ability to assist in the development of annual reports, fact sheets, newsletters, fliers, guidebooks, podcasts and videos, etc. that promote and explain the District's conservation objectives and strategies.

Preferred knowledge, skills and abilities

1. At least one year of experience teaching children in an indoor or outdoor setting.
2. Demonstrated experience in oral presentation to audiences of all ages.
3. Knowledge of local conservation issues and local flora and fauna
4. Ability to collaborate with other agencies/organizations to implement the District's conservation objectives and strategies, and communicate with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication.

Physical Requirements and Working Conditions

This position works in the field and in the District office, and will include significant time working at a desk; using a computer; standing at a table; and using office equipment. Work will often occur outdoors related to site visits, workshops, and other District programs and events. These events may occur during inclement weather. The Community Outreach and Conservation Educator must be able to bend and lift at least 40 pounds. This position requires some travel to conferences, workshops, and events, as well as daytime and evening meetings outside the office.



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General Information

The Gladwin County Conservation District is a local government entity, governed by an elected board of directors and supported through real property taxes, grants, and tree sales. District employees provide technical assistance and outreach to residents of Gladwin County to help them appropriately and responsibly use our renewable natural resources, including soil and water. This position has been identified as a safety/security sensitive position. Therefore, the District requires satisfactory results for the following: degree verification, and investigation of criminal background, employment history, and driving record.

Compensation

This full-time, non-exempt position is classified by the District as a Community Outreach and Conservation Educator. The annual salary is \$40,000.00 with an additional annual benefit stipend of \$2,500. Federal holidays are observed and an additional 15 days of paid leave shall be provided annually. No additional benefits are provided.

Application Deadline

Application and associated materials must be received by the District by the close of business on May 12, 2023 at 4:30 pm.

How to Apply

Please send a resume, cover letter, and college transcripts to Tristan Hewitt at Tristan.Hewitt@macd.org, or mail to 750 M-18, Gladwin, MI 48624.

Equal Employment Opportunity

The Gladwin County Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an equal opportunity employer.

Disclaimer

The District retains the right to modify compensation, benefits, and job duties for this position at any time.