



Post Oak Savannah Groundwater Conservation District

310 East Avenue C
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Milano, Texas 76556

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Gary Westbrook, General Manager

Job Posting

Position: Education Coordinator

Resumes will be received until 4:00 pm, Friday, May 5, 2017, and may be submitted via email to admin@posgcd.org, or by US Mail to PO Box 92, Milano, TX 76556, or may be delivered in person to the District Office at 310 East Ave. C (Highway 79), Milano, TX.

Supervisor: General Manager

Salary Range: \$30,000-\$35,000 (or commensurate with experience)

Benefits: Health Care, Paid Holidays and Vacation, Retirement

Position Description:

Position is responsible to the General Manager for all phases of the District's Education/Outreach programs and efforts, including education of the public and coordination with professionals to inform citizens concerning the District's groundwater conservation, protection and management. The Education Coordinator will make presentations, write articles, and use social media to accomplish tasks, educate and inform, manage the budget, and related programs, and perform other duties as requested. A more comprehensive list of duties includes, but is not limited to the following:

Essential Functions

- Serve as Education Team Leader;
- Design, coordinate, administer, guide, and track education and outreach activities;
- Supervise and mentor contractors, interns, and staff involved in education and outreach;
- Communicate scientific, technical and regulatory information to well owners, home owners, scientists, school students and the general public;
- Present aquifer and conservation presentations for a wide variety of audiences including service groups, school classrooms, Master Gardeners, etc.;
- Coordinate and/or develop regular press releases, public notices, written articles and solicit attention from print, TV, and radio media for activities;
- Manage, maintain, and enhance the website and social media content in conjunction with other staff;
- Create, update, print, and distribute educational brochures regarding the aquifer, conservation, the District, etc.;
- Compile and edit monthly eNews releases;

- Create, edit, and refine maps and graphics to clearly show target areas and convey key messages;
- Coordinate mass communication through email in such a way that email blasts may be refined to target diverse audiences (Press, Teachers, Permittees, general public);
- Plan and enact conservation programs, teacher trainings, recognition programs, and booth events for the District;
- Manage, update, and refresh website and social media content;
- Collaborate with area educators and public information officers to streamline messaging and support efforts that are in line with the District's mission;
- Construct and administer budget necessary for education;
- Manage inventory and supplies necessary for education;
- Advise general manager of educational needs and opportunities;
- Assist with answering public information requests;
- Provide support to other teams by assisting in ongoing aquifer science research and regulatory compliance projects;
- Compile District Annual Report;
- Manage and implement special projects as instructed by the general manager;
- Produce and give monthly reports to District Board of Directors on education activities;

Essential Knowledge, Skills, and Abilities

- Bachelor degree preferred, or equivalent job related experience with emphasis in communication, leadership, education, and/or related field;
- Strong geographic information systems and database skills;
- Strong computer skills including word-processing, presentation, graphic design, and layout applications;
- Excellent oral and written communication skills, organization skills, research skills, and public speaking skills;
- Skill and ability to organize work assignment and meet deadlines;
- Knowledge of local geology, environmental concerns, public policy, and local ordinances and policies;
- Ability to work well with others in all settings and situations;
- Have and maintain a valid Texas driver's license and ability to operate a motor vehicle;
- Able to work outside in all weather conditions;
- Able to carry heavy equipment or supplies;
- Able to occasionally work evenings or weekends when required.