



Post Oak Savannah Groundwater Conservation District

Position: Education & Communications Coordinator, Full-time

Job Summary:

We are looking for a creative professional who develops and executes multi-channel social media strategies to promote public participation, increase engagement and educate the public, designs and creates content for bi-weekly e-newsletters and quarterly newsletters, authors press releases, creates content for website and infographics. The individual in the position will take a self-motivated approach to carry out the mission and goals of Post Oak Savannah Groundwater Conservation District.

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;
- Give 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;
- Create, manage, maintain, and enhance the website and social media content in conjunction with other staff;
- Strategically organize and manage POSGCD social media accounts;
- Design various print publications and digital graphics to promote POSGCD, its programs and conservation efforts.
- Compile and edit bi-weekly eNews releases;
- Design, edit, and print quarterly newsletters to be mailed out to all registered well owners
- Coordinate mass communication through email in such a way that email blasts may be refined to target diverse audiences (Press, Teachers, Permittees, general public);
- Inform the public of all upcoming events and meetings through email, web and social media
- Plan and enact conservation programs, teacher trainings, recognition programs, and booth events for the District;
- Collaborate with area educators and public information officers to streamline messaging and support efforts that are in line with the District's mission;
- Manage and implement special projects as instructed by the general manager;
- Compile and edit the Annual Report
- Produce and give monthly reports to District Board of Directors on education activities;

Required Education:

- Bachelor degree preferred, or equivalent job related experience with emphasis in communication, leadership, education, journalism, and/or related field;

Required Knowledge, Skills, and Abilities

- 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;
- Proficiency with web content management systems, Microsoft products, and databases and a variety of software programs such as desktop publishing; graphics programs and social media applications;
- Project management and ability to meet multiple deadlines
- Works well with others in all settings and situations;
- Have and maintain a valid Texas driver's license and ability to operate a motor vehicle;
- Ability to travel as required;
- Ability to work outside in all weather conditions;
- Ability to carry heavy equipment or supplies in excess of 50 lbs;
- Ability to occasionally work evenings or weekends when required.

Preferred Knowledge, Skills, and Abilities

- Working knowledge of geographic information systems and database skills
- Knowledge of local geology, environmental concerns, public policy, and local ordinances and policies;
- Working proficiency in utilizing analytics/metrics to lead the development, design and implementation of education and communication strategies

Salary: Commensurate with experience

Applications: Please submit resume via email to admin@posgcd.org, US Mail to P.O. Box 92, Milano, TX 76556, or in-person to the District Office at 310 East Avenue C (Highway 79), Milano, TX 76556.

Deadline: Resumes will be accepted until qualified applicant is selected.