

Job Announcement for Education/Information Coordinator

Lake Soil and Water Conservation District
125 East Erie St., Painesville, OH 44077 440-350-2730 Fax 440-350-2601

Hire Date: OPEN

Salary Range: Commensurate with experience/District Budgets, 40/hr week

Benefits: Paid holiday, county health/life, and retirement programs

Searching for self motivated and professional individual to guide an established natural resource education program

Requisites: Associate or Baccalaureate degree in land use planning, natural resources, conservation, geology, environmental education or related field; valid Ohio drivers license; Working knowledge of Personal Computers and proficiency with MS OFFICE (including word, publisher, and excel, and database applications).

Experience in several of the following:

Natural resource education or formal school education, public outreach strategies, marketing and program development. Website development and social media proficiency preferred

Responsibilities:

Implementation and utilization of District's education-information products and services

Technical support and institutional leadership to schools (all grade levels), including newsletter, stream monitoring, school land labs, and Envirothon.

Presentations of conservation related issues to adult audiences with print media, social media and website.

Grant and project management as assigned.

Procurement of volunteers, grants, and other support for education projects

Produce written materials, organize press coverage, and use District publications to distribute information to the public

Use GIS applications/District database to track Lake County land development and construction projects,

Document District's natural resource protection program, write grants for projects and program needs.

This is considered a field position that can require extensive field work, including in water, which requires the ability to carry up to 27lbs and traverse steep terrain by foot in varying weather conditions.

Interested candidates should mail or fax resume & letter of interest to:
Lake Soil and Water Conservation District, Education Coordinator Position
125 East Erie Street, Painesville, OH 44077

Job description and program brochure available upon request

An Equal Opportunity Employer

All services are available without regard to race, age, gender, national origin, political beliefs, color religion, disability, sexual orientation, or marital or family status