



Muskingum Soil and Water Conservation District
225 Underwood Street, Suite 100
Zanesville, Ohio 43701-3784
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www.muskingumswcd.org

Vacancy Announcement

Education and Information Specialist

Posted: March 11, 2020

The Muskingum Soil and Water Conservation District (MSWCD) is accepting applications for the position of Full-time Education and Information Specialist. This position is employed by the MSWCD Board of Supervisors and is under the daily supervision of the district administrator.

A **partial** list of responsibilities includes:

- Develop and deliver the overall conservation education program of the District to youth and adults
- Develop materials and “hands on” soil and water educational programs for schools (for classroom presentations), based on their curriculum and state standards.
- Stream monitor with area middle schools and environmental clubs or groups and promote the Envirothon Competition to high schools.
- Plan and promote District events and educational programs for both youth and/or adults through displays, presentations, fliers, soil media, and other forms of communication.
- Maintain the District’s website and create the newsletter
- Provide Non-point source and storm water educational programs for the City of Zanesville as established in a working agreement.

Minimum requirements:

- Bachelor’s Degree in education, environmental sciences, natural resources, or agriculture OR an Associate degree with five years of experience in adult and/or youth education.
- Candidate must possess a valid Ohio driver's license and be insurable for vehicle operation
- Must successfully pass a drug screening and criminal background check
- Applicant **must** be proficient in MS Word, Access, Excel, and Publisher
- Must be physically able to work at outdoor events
- Knowledge of or appreciation for agriculture and/or natural resources conservation is not required, but is beneficial for the position

This is a full-time position, 40 hours per week, subject to a probationary period (to be determined by the Board). Attendance at some evening meetings and weekend events will be required. Normal work hours will be 8:00 a.m. – 4:30 p.m. with one-half (1/2) hour for lunch. Salary is commensurate with education and experience. This position earns vacation time (eligible to take vacation after one year of employment), sick leave, and paid holidays. Employee will be under Ohio Public Employees Retirement System (OPERS). Full medical/health care benefits are available with this position.

The completed official application, cover letter and resume must be received by Friday, March 27, 2020 at 4:00 p.m. Submit to Muskingum SWCD, 225 Underwood Street Suite 100, Zanesville, Ohio 43701 or email to lisa.crock@muskingumswcd.org. The application and complete position description may be downloaded from our website at www.muskingumswcd.org or may be picked up at the office at the above address Monday – Friday, 8:00 a.m. – 4:30 p.m.

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