



Job Posting

The **Environmental Education Assistant** is responsible for assisting with education programs that promote the District's mission, vision and goals. The individual in this position will work jointly with the Environmental Education Specialist.

Duties and Responsibilities:

Conservation education in schools and within other youth-serving agencies:

- Provides educational presentations and field trips with a focus on soil, storm water and water quality education.
- Develops *Soil and Water Information for Teachers* newsletter coordinating information from partners, printed 3 times per year and distributed to all county public and private schools.
- Assist with updating minutes and roster for environmental educator memberships to Terrific Resources for Environmental Education (TREE).
- Assists with producing written educational materials to enhance curriculum standards in soil conservation and water quality subject areas. Actively promote District activities through in person presentations, display and promotional materials at youth oriented special events.
- Provides guidance and feedback on youth programs and loan kits to Education Specialist as appropriate.
- Works jointly with Education Specialist to promote, coordinate and prepare high school teams for the area Envirothon competition.
- Assists with providing workshops and in-services for educators.
- Assists in promoting and organizing the poster contest.
- Assists Education Specialist and Marketing & Public Outreach Coordinator with weekend and evening events.

Qualifications:

- Associates degree, bachelor's degree or qualifying previous experience preferred. Consideration will also be given toward college students enrolled in environmental education program.
- Valid driver's license and good driving record
- Able to pass a local and federal background check
- Excellent public relation skills.
- Ability to communicate effectively in both oral and written form.
- Familiarity with popular computer software (including, but not limited to, MS Word, Excel, Access, and Adobe Creative Cloud products).
- Project management skills.
- Must take initiative, be dependable, and motivated.

Salary Range and Benefits:

- This is a part-time permanent position
- Pay Grade 3 starting at: \$ 14.13/ hr.
- Public Employees Retirement, 10 paid holidays, annual and sick leave and flex-time benefits.

Application:

Please email resume, cover letter and availability to administrator@franklinswcd.org. Selection of candidates will begin on January 28th. Resumes will continue to be accepted until the position is filled.