

**TITLE:** Education and Outreach Coordinator, AmeriCorps Member  
**REPORTS TO:** ICCD District Manager  
**SERVICE DATE:** AUGUST 2021 – AUGUST 2022

**\*\*\*NOTE THAT THIS IS A PMSC AMERICORPS POSITION - PLEASE VISIT [WWW.PMSC.ORG](http://WWW.PMSC.ORG) FOR MORE INFORMATION ON THE AMERICORPS PROGRAM INCLUDING LIVING STIPEND AND OTHER BENEFITS OF THE PROGRAM\*\*\***

### **POSITION SUMMARY**

The Education and Outreach coordinator will develop and facilitate a year's worth of educational programming for adults and K-12 students in Indiana County to be facilitated with our new conservation education center. This position requires a lot of development work and coordination with the Indiana County Career and Technology Center to develop programming that meets the requirements for their Natural Resource Conservation tract.

### **POSITION OVERVIEW**

This position will be required to develop a K-12 educational program that meets the standards necessary to comply with PA Department of Education requirements for the ICTC Natural Resource Conservation Tract. This person will also complete all educational workshops for K-12 students within our educational center associated with the aforementioned program as well as other K-12 educational activities that specifically address conservation, agriculture, and the environment as a whole. This person will also be required to develop, facilitate, and instruct adult educational workshops alone or with other District program staff related to conservation, agriculture, and the environment as a whole. In addition to educational programming, this position will improve the District's outreach programs by advancing our social media presence, developing press releases for programs and coordinating media coverage for events. This position will help develop the District Annual report and District newsletter. At a minimum, this position should implement 1-2 adult education workshops per month and 3-5 days of k-12 educational programming per week during the school year.

### **Specific Duties/Responsibilities:**

- Work with District Board, Staff and Indiana County Career and Technology Center to develop a K-12 educational program that meets the standards necessary to comply with PA Department of Education requirements for the ICTC Natural Resource Conservation Tract.
- Complete all educational workshops for K-12 students within our educational center associated with the aforementioned program as well as other K-12 educational activities that specifically address conservation, agriculture, and the environment as a whole.
- Prepare lesson plans for educational activities
- Work with District Staff to develop, facilitate, and instruct adult educational workshops focused on conservation, agriculture, and the environment as a whole.
- Improve the District's outreach programs by advancing our social media presence of Facebook, twitter, and Instagram
- Developing press releases for programs and coordinate media coverage for events.
- Assist District staff in developing and distributing the District Annual report and District newsletter.
- At a minimum, implement 1-2 adult education workshops per month and 2-5 days of k-12 educational programming per week during the school year.



- Facilitate partner use of the new education center by doing outreach and maintaining a calendar/schedule of education center activities and events

This member will serve Monday through Friday, 8AM-4:00 PM with some flexibility for weekend/evening programs.

## **EDUCATION REQUIREMENTS**

High School Diploma, Associate's Degree/Bachelor's Degree in Education, Environmental Sciences, natural resource management, biology, ecology, chemistry, geology, engineering, agronomy, agriculture, geography and regional planning, or related field of study.

## **EXPERIENCE REQUIREMENTS**

Experience working in conservation/related field a plus

## **PHYSICAL REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this job and encourages both prospective employees and current employees to discuss potential accommodations with the District. The Indiana County Conservation District is an Equal Opportunity Employer.

- Must be able to sit for long periods throughout the workday, with occasional periods of standing, walking, bending, twisting, balancing, crouching, kneeling, and reaching necessary to carry out the duties of the job.
- Dexterity requirements range from simple to coordinated movements of fingers/hands/arms, feet/legs, and torso necessary to carry out the duties of the job.
- Occasional lifting/carrying of objects with a maximum weight of fifty pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to move frequently throughout the workday.
- Must be able to pay close attention to details and concentrate on work.
- Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.

## **HOW TO APPLY**

Submit Cover Letter, Resume, and Three Professional References to:

Indiana County Conservation District  
435 Hamill Road  
Indiana PA 15701

Or to: [d.beri@iccdpa.org](mailto:d.beri@iccdpa.org)

Applications must be received by 5:00 pm on Friday July 16, 2021.

