



Educational Outreach Coordinator & Insect Management Assistant Position

Education Outreach Coordinator & MDC/Pest Control Assistant:

This is an Exempt Full Time, multi-responsibility position. The candidate must be self-motivated and driven, have exceptional organizational and time management skills. Excellent computer and communicative skills are required with knowledge in social media and website management a plus. Must be able to manage and coordinate multiple projects simultaneously.

General Statement of Duties:

Environmental Outreach -

The primary responsibility (80%) and focus of this position will be to dedicated to the Berks County Conservation Districts' (BCCD) Environmental Outreach program. The position will be responsible for planning, coordinating, marketing, and facilitating the BCCD public education and outreach objectives. This position reports directly to the District Executive and will need to develop a strong working relationship with cooperating organizations and agencies. The goal of this position is to manage and expand BCCD environmental education and outreach programs with Middle School, High School and general public. This position will require program development and engagement through in-person programming, social media, instructional videos, student and public programs, partnerships, outreach, and education. The position will require seeking and preparation of educational grant applications to obtain funding for programs, materials and administration.

MDC/Pest Control -

This portion of the position (20%) will be responsible for assisting in the implementation of mosquito control and Integrated Mosquito Management (IMM) throughout Berks County. From April through September, key duties include fieldwork, data collection and entry, and mosquito control activities. Other potential vector control responsibilities will be to assist in coordination of Spotted Lantern Fly Control, Tick/Lyme disease programs and assistance with other government agencies addressing invasive insect issues in the County.

Job Duties and Responsibilities:

Environmental Outreach Coordinator – (80% of job duties)

Planning, coordination, development and expansion of BCCD Environmental Education and Outreach programs. Some duties may be as follows, but not limited to:

- Organize, market, promote, and administer youth education events, such as the Senior/Junior Envirothons, the Don Hartman Conservation Leadership School and the Paint the Rain: Rain Barrel Contest. Coordinate and distribute materials as needed for each event. Conduct/host in-school training events.
- Organize, market, promote, and administer the BCCD social media program(s).
- Organize, market, promote, and administer the BCCD Scholarship Program.
- Organize, market, promote, and administer the BCCD Seedling Sale and Backyard Basics Event.
- Organize, market, promote, and administer the BCCD annual banquet.
- Organize, market, promote and administer the BCCD environmental awards program.
- Prepare educational videos and conduct virtual workshops for community.
- Responsible for registration, setup, and breakdown of the Conservation District display at public events.
- Responsible for the maintenance and updating of information and coordination staff schedule for attendance.
- Represent BCCD as a resource speaker to promote natural resource conservation.
- Search for funding sources and write grants as applicable.



MDC/Pest Control – (20% of job duties)

From April through September, assist the Berks County Conservation District MDC Coordinator in their day-to-day responsibilities. This may include:

- Conducting comprehensive field studies and monitoring on the abundance, distribution, and life stage of mosquitoes as it relates to effective treatment in Berks County.
- Collecting and submitting mosquito samples on dry ice for virus isolation.
- Entering all collected data into the MDC website and correctly ships biological samples to PA Department of Environmental Protection's lab in Harrisburg, PA.
- Conducting an effective mosquito larviciding program that targets known vectors of West Nile Virus, particularly *Culex* species, while maintaining accurate records according to the PA Department of Agriculture regulations.
- Assisting regional DEP staff when mosquito adulticide operations are planned within Berks County.
- Conducting pre-and post-treatment monitoring of mosquito locations and map mosquito production areas.
- Cooperating with adjoining county mosquito personnel and communicating treatment strategies and operations.
- Assisting with countywide MDC Educational Programs as directed by coordinator.
- Attending staff, team, and other meetings as required

Spotted Lantern Fly

If funding is available and on an as needed basis, assist in coordination and management of private and/or public landowner control treatment projects with the overall objective to reduce the number of Spotted Lanternfly (*Lycorma delicatula*) by removing and treating one of the invasive insects preferred host trees, the Tree of Heaven (*Ailanthus altissima*) utilizing approved methods by the PA Department of Agriculture.

Education and Experience:

- Bachelor's Degree, related coursework or relevant experience in Marketing, Communication, Education, Biology, or an environmental related field with experience in developing, administering, and evaluating adult/youth education programs.
- Ability to develop and prepare program curriculum and materials for environmental education and outreach.
- Understanding and ability to manage popular social media platforms such as Facebook, Instagram, You Tube and the BCCD website.
- Currently possess or be able to acquire a PA Department of Agriculture Pesticide Applicator's License.
- Physical ability to:
 - Walk in heavily wooded and wet areas.
 - Lift up to 50 pounds as needed.
 - Sit at a desk for several hours a day.
 - Transport and set-up equipment in isolated areas.
 - Transport and set-up tables, displays, projectors, projector screens at events, indoor and outdoor.
- Ability to read and understand label directions for the application on insect eradication agents.
- This person should have excellent organizational skills; exhibit keen attention to detail; have the ability to prioritize work and adjust to multiple demands; possess excellent interpersonal, verbal and written communication skills; and be proficient in MS Office applications.
- Must have or able to acquire appropriate Child Abuse Clearances/Criminal Background checks as mandated by Pennsylvania regulations for those that have direct contact with minors.
- Valid driver's license and ability to operate a motor vehicle and read road maps to travel to project and collection sites.

For additional information please send an email to Tammy Bartsch at tammy.bartsch@berkscd.com.

