



TITLE: Education and Outreach Coordinator, AmeriCorps Member
REPORTS TO: ICCD District Manager
SERVICE DATE: AUGUST 2022 – AUGUST 2023

*****NOTE THAT THIS IS A PMSC AMERICORPS POSITION - PLEASE VISIT 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 expand upon/implement previously developed educational programming for adults and K-12 students in Indiana County throughout the duration of their term. This position requires a lot of coordination work with schools and other interested groups for educational programs and workshops.

POSITION OVERVIEW

This position will be required to expand upon/implement previously developed K-12 educational programs that meet the standards necessary to comply with PA Department of Education. This person will complete educational workshops and programs for K-12 students in our discovery center, at schools, or other community events. These workshops/programs will specifically address conservation, agriculture, and the environment. 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. 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 person will develop and distribute the District Quarterly newsletter and develop educational content for the District Annual Report. At a minimum, this position should implement 1-2 adult education workshops per month and 3-5 days of k-12 educational programming per month during the school year.

Specific Duties/Responsibilities:

- With guidance from the District Board, Executive Director, and other staff, develop and implement K-12 educational programs that meet standards necessary to comply with PA Department of Education requirements.
- Complete at least 36 days of educational workshops/programs for K-12 students in our discovery center, in schools, or at other community events that specifically address conservation, agriculture, and the environment.
- Prepare lesson plans for educational activities
- With guidance from the District Board, Executive Director, and other staff, develop, facilitate, and instruct adult educational workshops focused on conservation, agriculture, and the environment.
- Improve the District's outreach programs by advancing our social media presence of Facebook, twitter, and Instagram with a minimum of 1 scheduled post per day to our social media accounts regarding relevant conservation district topics or information.
- Develop press releases for programs and coordinate media coverage for events.
- Developing education related content for the District's Annual Report
- Develop and distribute the District's Quarterly Newsletter
- At a minimum, implement 1-2 adult education workshops per month
- 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 required; 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 preferred.

EXPERIENCE REQUIREMENTS

Experience working in education or 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

Applications must be received by 5:00 pm on Friday July 15, 2022.

***Note that applications not containing a cover letter, resume, and three references will be discarded because it shows an inability to follow instructions.**

