

Education and Outreach Coordinator Job Announcement

Beaverhead Conservation District

Dillon, Montana

August 2024



Overview of Position: The Education and Outreach Coordinator is an employee of the Beaverhead Conservation District (BCD). The BCD is a subdivision of state government and receives revenues from real property taxes. The education and outreach coordinator reports to the Board of Supervisors and the District Administrator. The education and outreach coordinator provides community support for local education in schools and adult education through programs and events.

Duties & Responsibilities:

- Develops conservation education programs, landowner workshops, demonstrations and tours of innovative conservation minded projects, and other conservation-minded events in Beaverhead County.
- Develop a plan for and manage community gardens.
- Performs outreach and educational activities to teach a diverse audience.
- Creates and distributes educational resource materials to deliver to the public.
- Serves as liaison with other organizations on natural resource education and programs.
- Attends and participates in various conferences, seminars, and trainings throughout the state to continue learning from partner organizations.
- Assists Administrator as needed and fills in when required.
- Attends regularly scheduled board meetings and works directly with the board of supervisors and Administrator.
- Creates lessons for local schools that align with core curriculum.
- Manages and updates social media to increase district presence and visibility to the public.
- Uses a wide range of outreach techniques to advertise programs and resources to the public.
- Organizes and implements event planning and workshops.
- Performs other related duties as assigned.

Work Environment:

- This is a work-from-home position but may require office time occasionally. If hired you must have your own laptop and internet access.
- Outside activities requires walking and climbing over rough terrain. Must be able to lift objects over 50 pounds and be physically fit for potentially strenuous fieldwork.
- Duties may require occasional travel, attending evening meetings and weekend events.

Qualifications:

- High school diploma/GED and five years of related professional experience.
- Excellent written, verbal communication and presentation skills

- Talent to foster effective partnerships with landowners, agricultural producers, other Conservation Districts, USDA and State agency personnel and other stakeholders
- Independent worker who is organized, self-motivated, and highly adept at prioritizing tasks
- Aptitude for problem solving and creative dialogue to address differing or conflicting viewpoints
- Tech savvy: Microsoft Word, Excel, PowerPoint, Publisher, Mapping/GIS, Word Press, and other Social Media platforms

Job Compensation: \$24-25/hour DOE. 10 hours a week guaranteed, additional hours available through grant funding. This position is only guaranteed for six months but may be extend to one year at 10hrs/week. This position could become permanent through grant funding.

Benefits:

- Paid sick and annual leave: Accrue per State of Montana guidelines
- Compensation time: Position is eligible to earn overtime.
- Holidays: Holidays recognized by the State of Montana are observed and paid based on the average number of hours/week.

Policy: Employees shall abide by the BCD Employee Handbook and the Laws Pertaining to Montana's Conservation Districts.

In compliance with the Americans with Disabilities Act, the District provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Beaverhead Conservation District is an Equal Opportunity Employer.

To apply: Send a resume and responses to the following:

- What are your philosophies on public natural resource programming?
- Describe your experience working with partner organizations.
- What do you see as the biggest issues facing natural resources, and particularly in Beaverhead County?

Send application materials to: beaverheadcd@gmail.com by August 15th at 5 pm to be considered.

Location: The Beaverhead Conservation District is located at 420 Barrett St, Dillon, MT 59725. Office hours are Tuesday and Thursday 8:30 am - 4:30 pm.