



Educator's Job Description

POSITION DESCRIPTION

Educator

Brown County Soil & Water Conservation District

Time Commitment: Permanent part time; 10-20 hours per week

Salary Range: This position will be paid on an hourly basis set at the time of hire. The rate of pay established for this position is \$10.00 or as determined by the Board of Supervisors.

Summary of Position: This position is designed to assist in education and outreach on behalf of the Brown County SWCD. The tasks are designed to promote the protection, conservation, development, or restoration of natural resources. This position will work with the BCSWCD District Manager to develop programs, workshops, field days sponsored or co-sponsored by the District. There will be no remuneration for vacation days or sick leave. This position will be considered employment at will.

Supervisor: Brown County SWCD District Manager

Duties:

- Assist with routine office work including but not limited to:
 - typing and assembling documents for BCSWCD;
 - organization and maintenance of files of BCSWCD;
 - assist with Marketing of BCSWCD;
 - assist BCSWCD with development of newsletters, flyers, workshops, etc.
- Attend all board meetings, field days, fairs, etc. with BCSWCD staff as needed or requested
- Answer phones, respond to e-mail and in-person information requests, routine office procedures per guidance of District Manager
- Maintains positive, cooperative relationships with co-workers and conducts work responsibilities in a professional manner
- Provide a weekly report of activities and monthly report of work activities to the District Board
- Obtain a working knowledge of conservation practices & purpose
- Obtain a working knowledge of resource concerns & environmental issues
- Maintain positive, cooperative relationship with BCCSC and other youth education groups including but not limited to: homeschool groups, scouts, churches, camps, 4-H, school clubs
- Develop and provide youth education within the County as needed or requested
- Assist with County Fair booth development and presentation at the fair
- Assist with the maintenance of the District website and Facebook page

Brown County SWCD is an Equal Opportunity Employer

- Assist with the development and promotion of annual events: Ag Day Breakfast, Annual Meeting, 4th Grade Field Day, and Nature Daze
- Seek out and apply for grant funds when appropriate
- All other duties as assigned by the District Manager

Qualifications:

- Basic computer skills including familiarity with Microsoft and Google applications (Word, PowerPoint, Excel, Docs, Sheets, Slides, etc).
- Familiarity with social media platforms, Zoom, and Microsoft Teams
- Good people, verbal, and written communication skills are required as work with the general public will be performed on a continual basis.
- Enthusiasm for all aspects of conservation.
- Ability to plan and conduct educational programming.
- Ability to work independently and as a part of a team.
- Ability to work in the field in adverse conditions.
- Have a current drivers' license – possible mileage reimbursement per working hours available

Training Provided:

- On the Job training provided by District Manager/District NRCS Conservationist. • Opportunities to attend workshops, seminars, and field days as they become available may be provided dependent upon the needs of the office.

Job conditions:

- This position works both in the office and in the field.
- The office work may include but not be limited to working at a desk; using a computer; or working/standing at a table; travel for training as deemed necessary.
- The field work will include but not be limited to working in and around such locations as farms, rivers, streams, and ponds; properties with dense vegetation or woodlands; and, other areas with steep, slippery, muddy, rocky, or other hazardous terrain.
- Some physical exertion may be required during field work such as walking and using technical equipment.

To be considered for this position, please email resume to brown@iaswcd.org by 11:59pm February 21st, 2021.