

# Medina County Soil and Water Conservation District

## Education Coordinator Job Description

This position is directly responsible to the Board of Supervisors. However, day to day activities are under the supervision of the District Manager

A full time position working 32 to 40 hours per week at a rate of \$14.50 to \$16.00 depending on experience. This position is eligible for Public Employees Retirement System, (PERS) Workers Compensation, Annual Leave, Holidays, Compensatory Time and Sick Leave.

### Education Coordinator

#### Job Summary

Medina Soil and Water Conservation District is looking for a motivated team player candidate to promote, assist, and educate landowners about the best management practices for maintaining clean water, healthy soils, and a sustainable landscape. The candidate has creativity and flexibility to shape the Education Coordinator Position to meet the goals set forth by the SWCD.

#### Skills & Qualifications

- Position will require public interaction, field work, and may require lifting up to 30 lbs. pounds.
- An Associate Degree or higher in Environmental Sciences, or related natural resource field. Course work in conservation, adult and class room presentations
- Ability to operate standard office equipment including but not limited to, MS Word, Excel, PowerPoint, Publisher, and Access) and willingness to learn new applications
- Working on creating podcasts and participate in video trainings
- Proficient writing and public presentation skills along with the ability to communicate well one on one and to large groups
- Working with and recruit volunteers for District projects and assist with public events
- Training would be available to qualified employee
- Must be able to operate a motor vehicle and have a valid driver's license
- Manage time effectively and self-motivate job duties
- All duties and actions performed by the employee on official duty, will be of a nature that reflects favorably to the Soil & Water Conservation District

Application deadline is **November 20, 2020** Email resume, cover letter and three professional references to [jdieter@medinaco.org](mailto:jdieter@medinaco.org) or mail to Medina SWCD 6090 Wedgewood Rd. Medina Ohio 44256 or call (330) 722-9317 if you have any questions.