Lehigh County Conservation District

JOB DESCRIPTION

ENVIRONMENTAL EDUCATION/OUTREACH COORDINATOR

GENERAL STATEMENT OF DUTIES

Develop, coordinate, and implement environmental education and outreach programs to promote natural resource conservation and stewardship. Improve communications and community relationships.

JOB DUTIES AND RESPONSIBILITIES

1. Develop working knowledge of goals and objectives for District education and outreach programs. Work with the Manager, Assistant Manager, District staff, and Board of Directors to prepare an action plan to accomplish these goals and objectives.

2. Education – Provide environmental education emphasizing soil and water conservation through teacher training, curriculum and materials development, and presentations to school classes, adult and youth community and service organizations, and the general public.
   a. Develop, organize, facilitate, and evaluate educational workshops, tours, field days, and/or approved special events each year to promote an understanding of and commitment to conservation principles and practices.
   b. Coordinate environmental education efforts with other county agencies, businesses, and special interest groups to enhance the total spectrum of offerings without undue duplication.
   c. Develop an implementation plan for providing educational opportunities through the District’s website.
   d. Assist District Manager and Assistant District Manager in developing a District internship program.
   e. Maintain a master calendar for educational events.
   f. Maintain a calendar of staff development/training opportunities.
   g. Inventory, organize, and procure needed educational resources.
   h. Engage District staff, partners, and volunteers in the conservation education programs.
   i. Coordinate the annual Lehigh County High School and Middle School Envirothon.

3. Outreach – Promote natural resource conservation and stewardship in the community.
   a. Strengthen working relationships with partner organizations and develop new partnerships.
   b. Encourage public participation in conservation.
      i. Recruit, orient/train, and schedule volunteers solicited from traditional District relationships, education program offerings and new partnerships.
      ii. Link volunteers with projects, coordinate volunteer events, assist with publicizing volunteer efforts, maintain volunteer database, and maintain potential projects database.
   c. Coordinate and prepare displays and attend Lehigh County special events as required.

4. Grant Generation
   a. Identify opportunities for incoming donations, grants and in-kind support for programs.
   b. Secure funding and grants for District programs and resources.
   c. Coordinate the District’s Mini-Grant Program.
   d. Prepare and/or monitor grant progress reports according to the required schedule.

5. Communications
   a. Develop and update District brochures as needed.
b. Produce and oversee distribution of the District’s quarterly newsletter.
c. Publicize and maintain the website to include outreach and educational programs and to support public engagement.
d. Develop a close working relationship with media contacts to improve publicity for District activities.
e. Develop other social media outreach.

6. Other Responsibilities
   a. Follow District policy and safety procedures regarding all field work and classroom interaction.
   b. Cost control of assigned budgeted and grant programs.

7. Administrative Functions
   a. Provide written monthly report to the Board of Directors
   b. Time track projects and prepare reimbursement reports.
   c. Serve on District Committees as assigned.
   d. Prepare articles for newsletter or annual report as required
   e. Attend staff and other meetings as required.
   f. Attend training sessions, regional and state meetings, and board meetings as assigned.
   g. Perform other duties as requested by District Manager or Assistant District Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Bachelor’s degree in Environmental Education, Natural History, Natural Resources, Science, Recreation, Education, or closely related field; three years previous experience and/or training involving environmental education, watershed management, coordinating stream programs, land use planning, etc.; supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Pennsylvania Teaching Certification in Environmental Education preferred.

2. Ability to communicate effectively both verbally and in writing to a wide range of individuals and groups.

3. Ability to traverse difficult terrain, including woods, wetlands, pastures, and water; ability to work outdoors in a variety of seasons and weather conditions.

4. Ability to work with minimal supervision.

5. Valid PA driver’s license.


7. Some evening and weekend work.

Send cover letter, Resume and salary requirements to:

William McFadden
Lehigh County Conservation District
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Allentown, PA 18104