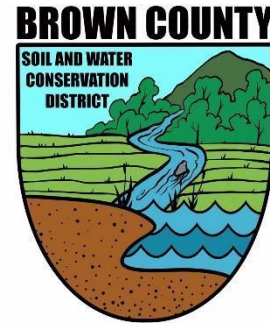


# Now Hiring!!



## POSITION DESCRIPTION

Educator

Brown County Soil & Water Conservation District

**Time Commitment:** Permanent part time; 15-20 hours per week

**Salary Range:** This position will be paid on an hourly basis; schedule set at the time of hire. The rate of pay established for this position is \$20.00/hr as determined by the Board of Supervisors.

**Summary of Position:** This in-person 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 BCSWCD marketing through the development of seasonal newsletters and flyers, monthly events and workshops, monthly articles in the BC Democrat, etc.
- Answer phones, respond to e-mail and in-person information requests in a timely manner
- Maintain positive, cooperative relationships with co-workers and conduct work responsibilities in a professional manner
- Attend all BCSWCD Board Meetings (2nd Monday of the month at 1pm unless that day is a holiday, then it is the following Wednesday at 1pm)
  - Record monthly Board Minutes
  - Provide a monthly written/verbal report of work activities to the District Board
- Assist with the development and promotion of all BCSWCD events, including but not limited to: Monthly Board Meetings, Brown County and State Fairs, Ag Day Breakfast, Annual Meeting, Field Days, Nature Daze, etc.
  - Attendance at these events is required, as scheduling allows
- Maintain positive, cooperative relationship with BC Schools 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 Brown County as needed, or requested
- Assist with the maintenance of the District website and social media platforms
- Obtain a working knowledge of soil and water conservation practices & District's purpose

- Obtain a working knowledge of local and regional resource concerns & environmental issues
- Seek out and apply for grant funds when appropriate
- All other duties as assigned by the District Manager

#### **Qualifications:**

- Proficient with Microsoft and Google applications (Word, PowerPoint, Excel, Docs, Sheets, Slides, etc.).
- Experience with the business side of social media (Meta, Twitter, Youtube, etc.)
- Experience using Zoom and Microsoft Teams
- Great people skills. 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.
- Experience planning and conducting educational programming (PreK-12 and/or adult).
- 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.

#### **Training Provided:**

- On the job training provided by District Manager and District NRCS Conservationist.
- Opportunities to attend workshops, seminars, and field days may be provided depending upon the needs of the office.

#### **Job conditions:**

- This position works both in the BCSW Office and in the field.
- The office work may include, but is 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 is 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.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or other legally protected characteristics.

**To be considered for this position, please email your cover letter, resume, and three references to District Manager at [katie-starr@iaswcd.org](mailto:katie-starr@iaswcd.org)**

## **Position Open Until Filled**

