



- *Position Announcement* -  
**Education & Outreach Coordinator**

The Henricopolis Soil & Water Conservation District (HSWCD) is accepting applications for the position of Education & Outreach Coordinator. This position is a full-time position that delivers programs and information to engage varied audiences in the work of HSWCD. This position is contingent upon District funding. The Education & Outreach Coordinator will coordinate and implement educational programs (K-12 & adult), events and outreach efforts, and serve as the point-of-contact for these programs. Additionally, this role will support the administration of many HSWCD programs and participate actively in events managed by other HSWCD personnel. The Education & Outreach Coordinator will work closely with various Henricopolis sub-committees and report to the District Manager. This is an excellent opportunity for an educator and communicator with a wide skillset to support local conservation efforts with a supportive and experienced team.

Primary duties and responsibilities include:

- Plan, organize, and conduct educational programs for youth and adults. These may include but are not limited to school events and presentations, Envirothon, educational presentations, developing and managing displays.
- Develop and maintain content of the HSWCD social media presence and coordinate with the District Manager on operations and administration of website and other online projects and initiatives. Assist with and write articles for the quarterly newsletter and District publications.
- Serve as staff to the Education & Marketing Committee and monitor Committee tasks, obligations, and deadlines.
- Promote and coordinate applications for Youth Conservation Camp and Scholarship Programs.
- Assist technical staff with outreach programs including, but not limited to, natural resource conservation and management, including urban/suburban and agricultural issues and programs.
- Prepare press releases and engage with media to foster coverage of District programs and events.
- Develop draft meeting minutes, and day-of-support for the monthly HSWCD Board of Directors meetings.
- Prepare narratives, statistics, and analytics for reports.
- Support HSWCD events and programs including the Virginia Conservation Assistance Program (VCAP), Appreciation Celebration, Tree Seedling Giveaway along with other education and outreach initiatives.
- Other programs/duties as assigned.

The Education & Outreach Coordinator must display professionalism, patience, attention to detail and a willingness to learn. A successful candidate will work both independently and in a team environment, be able to communicate effectively and be well organized and self-motivated. A successful candidate must also have sound organizational skills with attention to detail and the demonstrated ability to multitask and prioritize effectively. A college degree in a relevant field or equivalent experience is desirable.

This position does require regular independent travel. The applicant should be comfortable traversing short distances, carrying supplies up to 25 lbs. A valid driver's license and a clean driving record are required. Use of a personal or official vehicle may be required. The Communication Specialist must pass a criminal background check and a driver's license check to the satisfaction of the employer.

Starting salary will range \$50,000 - \$55,000 commensurate with experience. HSWCD offers an excellent benefits package including paid sick and annual leave, paid holidays, participation in the Virginia Retirement System, and employer paid healthcare coverage. Applicants must submit a cover letter, resume, and a completed HSWCD application (<https://henrico.us/henricopolis/>) to [clively@hswcd.org](mailto:clively@hswcd.org) . The deadline for submission of applications is March 29 at 4:00pm.

# Henricopolis Soil & Water Conservation District

## Employment Application

Employees and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age. As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the Henricopolis Soil & Water Conservation District (HSWCD) at (804) 501-5176.

1. Applicant's Full Name (Last, First Middle)		2. Position applying for:		3. Salary Required	
4. Address				5. When will you be available to start work?	
6. Home Phone	Cell Phone	Work Phone	Email Address		

### EDUCATION

7. Educ. Level (check one)

<input type="checkbox"/> Not a High School Graduate	<input type="checkbox"/> Attended graduate school
<input type="checkbox"/> High school graduate or equivalent	<input type="checkbox"/> Master's degree
<input type="checkbox"/> Attended college and/or associate degree	<input type="checkbox"/> Graduate study beyond master's requirements
<input type="checkbox"/> College graduate	<input type="checkbox"/> Ph.D. or other professional degree

8. List below all post-high school degree / certification programs begun or completed.

Name and Location of Institution	List Degree Received	Major	Minor	Dates Attended
a.				
b.				
c.				

9. Additional/ongoing educational programs – List type of degree/certification and expected completion date:

### JOB EXPERIENCE

Starting with your most recent position, describe all paid, military, and applicable voluntary experience. Highlight your knowledge, skills and abilities that best demonstrate your qualifications for this position. *Use additional pages, as necessary.*

10. <b>JOB TITLE #1</b> (Most Recent)		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time					
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
11. May we contact your present supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No					

<b>12. JOB TITLE #2</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
<b>13. JOB TITLE #3</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
<b>14. JOB TITLE #4</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
<b>15. JOB TITLE #5</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	

**OTHER EXPERIENCE**

16. List any applicable training, seminars, workshops, special achievements or skills, computer software skills, etc.

17. Were you previously employed by HSWCD?  Yes  No If yes, in what capacity?

18. Are you related to a current or former HSWCD employee?  Yes  No If yes, who?

**LICENSES**

Including driver's license, certificates, or other authorization to practice a trade or profession.

19. Type	License Number	Granted By (State, licensing board, school, etc.)

**REFERENCES**

List 3 persons (other than relatives or friends) who have knowledge of your work experience and/or education.

20. Reference Name	City, State	Phone Number	Relationship

**MISCELLANEOUS**

21. Which job status you will accept?  Full-Time  Part-Time

22. Which employment status you will accept?  With Benefits  No Benefits

23. For purposes of compliance with The Immigration Reform and Control Act of 1986, are you legally eligible for employment in the United States? (You will be required to complete an I-9 form and provide documentation of your identity for employment purposes.)  Yes  No

24. For purposes of compliance with Section 2.2-2804 of the Code of Virginia, if you are/were required to register for the Selective Service, have you done so? If no, state reason:  Yes  No

**CERTIFICATION**

- I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with HSWCD.
- I understand that all information on this application is subject to verification and I consent to criminal history background checks.
- I also consent that you may contact references, former employers and educational institutions listed regarding this application.
- I further authorize HSWCD to rely upon and use, as it sees fit, any information received from such contacts.

25. Applicant's Signature Date

26. How did you find out about this employment opportunity?  
 HSWCD Website  Newspaper  Radio/TV  Current employee  Other Source