

Summit Soil and Water Conservation District Position Description

Position Title: Outreach Coordinator (SWMD)
Reports To: District Program Administrator
Employment Status: Full-Time/At-Will
Classification: Non-Exempt

Position Summary: The outreach coordinator provides conservation education assistance that corresponds to the County's Municipal Separate Storm Sewer System (MS4) permit and the County's surface water management goals through marketing, outreach, education, social media, and other programming. The outreach coordinator networks with citizens, agencies, and organizations on a multi-jurisdictional basis to advocate for behavioral change, identify projects, distribute stormwater initiative grants, and create and disperse promotional materials.

Essential Duties and Responsibilities:

1. Provide MS4 outreach and education services on behalf of the County and the Surface Water Management District (SWMD) as outlined in the Stormwater Management Plan (SWMP), provide information for the annual reports, and attend meetings, as requested.
2. Create and distribute articles, surveys, brochures, fact sheets, social media campaigns, podcasts and other outreach materials related to the stormwater themes and Total Maximum Daily Loads (TMDLs).
3. Coordinate the Public Involvement and Public Participation program as outlined in Minimum Control Measure (MCM) #2 in the County's SWMP. Evaluate the program's success and modify as needed.
4. Coordinate workshops, field days and other public events with MS4 permit stakeholders.
5. Manage the stormwater initiative grant by advertising, reviewing, and ranking the applications, and awarding the funds.
6. Identify educational grants to support the district, county and SWMD goals.
7. Participate in meetings with the SWMD and provide quarterly and annual reports/updates to the County and SWMD.
8. Assist the District with outreach programs related to district events, newsletters, websites, Master Rain Gardner program, and soil and water conservation.
9. Provide educational programming to schools related to stormwater, soil, and water conservation themes and promoting, and assisting with the area and state Envirothon.

10. Other duties and responsibilities as assigned by the District Program Administrator (DPA).

Additional Requirements and Duties:

1. Demonstrate regular and predictable attendance.
2. Actively promote conservation initiatives and the mission of Summit Soil and Water Conservation District.
3. Meet all policies and procedures, job safety requirements, and maintain a clean, sanitized, and safe office environment.
4. Meet monthly with the DPA to discuss program updates and/or needs.
5. Attend training sessions, classes, meetings, or workshops as assigned by the DPA during or outside normal business hours.
6. Pursue continuous education and professional development opportunities as identified and directed.
7. Assists individuals, public and staff without regard to race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Candidates must have a minimum of bachelor's degree in conservation, natural resources, nature interpretation, environmental education, communication, marketing, or other related field and six (6) months related work experience, or equivalent combination of education and experience.

LICENSURE OR CERTIFICATIONS:

Candidates must have a valid Ohio Driver's License.

Language Ability:

Ability to write routine reports and correspondence.

Math Ability: Ability to add and subtract, multiply, divide, and perform basic algebra.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing, spreadsheets, data base, Microsoft Office, social media platforms, graphics programs, and internet software along with computer maintenance is desired.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to speak, see, or hear. The employee must occasionally lift and/or move up 50 pounds and traverse rough, uneven, or rocky surfaces, bending, crouching, stooping, reaching or similar activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency:

To perform this job successfully, candidates for this position will require:

Learning Index - Ability to learn quickly and understand complex information without difficulty.

Verbal Skill - Ability to communicate effectively in a variety of settings. Verbal reasoning ability to analyze and make reliable interpretations of complex verbal information.

Numeric Reasoning - Ability to utilize numerical data in making decisions.

People Service - Ability to be motivated by helping others.

Energy Level - Ability to respond to demands on time.

Attitude - Ability to demonstrate a positive attitude, respect.

Independence - Ability to work independently, be self-motivated and have the ability to work remotely.

Time Management - Ability to work efficiently and prioritize job tasks, be punctual and plan accordingly.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE REQUIRED DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

District Program Administrator

Date

In order to provide equal employment opportunities to all individuals, employment decisions in the District will be based on merit, qualifications, and abilities. The Summit Soil and Water Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.