



Arkansas Game and Fish Commission Employment Job Posting

AGFC Education Statewide Coordinator - **Education Statewide Coordinator**

POSITION NO: 22095840

POSTING INFORMATION:

Advertisement Opens: July 11, 2018

Advertisement Closes: July 25, 2018

Full Time: Yes

Salary: \$54,860.00 - \$54,860.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, management, journalism, education, or a related field; plus three years of experience in education, volunteer management, communications, or a related field, including one year in a supervisory or leadership capacity.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

The formal education equivalent of a Bachelor's degree in Education. Experience conducting professional development workshops. Experience with National Association for Interpretation certifications. Experience instructing environmental education and native Arkansas wildlife programming. Applicant should have experience working with children of all ages in both classroom and outdoor settings. Experience in education environment and outdoor activities preferred. Experience in planning and executing large events.

Knowledge, Abilities, and Skills:

Knowledge of training course development, needs assessment, and course planning.

Knowledge of instructional techniques.

Knowledge of the principles and practices of journalism.

Knowledge of supervisory practices and techniques.

Knowledge of educational principles and learning concepts.

Ability to develop and present training programs.

Ability to write educational articles for publication.

Ability to plan, organize, and oversee the work of subordinates.

Ability to compile information and write reports.

Preferred Knowledge, Abilities, and Skills:

Knowledge of AGFC conservation programs. Knowledge of and ability to communicate concepts of environmental education and outdoor skills to people of various ages and educational backgrounds. Knowledge of instructional techniques, educational principles and learning concepts. Ability to write, develop, and present lesson plans and educational materials. Ability to recruit, train and supervise employees, participants and volunteers. Skilled in oral and written communication, including public speaking and media appearances.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Office Complex

Division: To Be Determined

Job Summary:

The AGFC Education Statewide Coordinator is responsible for managing, training, and coordinating the activities of volunteers for various educational programs. This position is governed by state and federal laws and agency policy

Typical Functions:

Develops, monitors, and conducts education and training programs designed to train volunteers for various educational programs and participates in the presentation of special interest seminars.

Writes and reviews information designed to communicate to the public through programs, media, and other communication outlets concerning educational programs and regulation requirements.

Provides technical assistance with the design and development of education training aids and materials.

Designs, develops, and maintains exhibits and information booths at special events and activities such as school career day activities and fairs.

Performs special research projects and provides technical information and assistance to various colleges, high schools, and the general public.

Visits community leaders and school administrators to evaluate the implementation and effectiveness of the various programs.

Develops and oversees annual budgets for programs within the assigned region.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Works with the R3 team to coordinate recruitment, retention and reactivation efforts to address barriers. Works with schools, education co-ops, and AGFC facilities to schedule conservation education opportunities. Schedules, organizes and provides hunting and fishing efforts between different divisions within AGFC, other governmental agencies and non-governmental organizations. Communicates information to the public through programs, media and other communication outlets. Designs, develops, organizes and implements the annual Becoming an Outdoors-Woman event (BOW) and beyond BOW activities. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

All applicants subjected to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.