



Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION PROGRAM SPECIALIST - **AGFC Education Program Specialist**

POSITION NO: 22095838

POSTING INFORMATION:

Advertisement Opens: June 29, 2023

Advertisement Closes: July 14, 2023

Full Time: Yes

Salary: \$49,256.00 - \$49,256.00 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 two years of experience in education, volunteer management, communications, or a related field.

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:

Formal education equivalent of a Bachelor's Degree in environmental education, natural science, communications or related field plus three years' experience as a park naturalist/interpreter, outdoor skills instructor, or conservation educator. Experience in exhibit research and design, native landscaping, educational program/event development and presentation is preferred. Must possess a valid Arkansas Driver's license.

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 educational principles and learning concepts.

Ability to develop and present training programs.

Ability to write educational articles for publication.

Ability to compile information and write reports.

Preferred Knowledge, Abilities, and Skills:

General knowledge of natural history of the Arkansas River Valley, as well as bordering mountain ranges, including native flora and fauna species identification. General knowledge of interpretation principles and learning concepts. Knowledge of and ability to communicate concepts of environmental education, natural history and outdoor skills to people with a variety of ages and educational backgrounds. Ability to coordinate multiple activities with peers, supervisors, and volunteers. Skilled in oral and written communication, including public speaking. Proficiency in basic outdoor skills, hunting and fishing preferred. Ability to properly handle most types of small native animals in programs.

POSTING DETAILS:

Position Location:

City: Fort Smith, AR

Office: Arkansas River Valley Nature Center

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Education Program Specialist is responsible for facilitating classes focused on conservation and outdoor recreation, as well as managing, training, and coordinating the activities of volunteers for various educational programs. This position is governed by state and federal laws, as well as agency policy.

Typical Functions:

Develops and conducts educational and training programs for the public and participates in presenting special interest seminars.

Communicates information to the public through programs, media, and other communication outlets concerning educational programs and regulatory requirements.

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

May provide 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.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Assist with and oversee development and maintenance of nature center exhibits, facility, trails, landscaping, and programming. Create and present programs relating to agency initiatives that fulfill state educational standards, and coordinate with K-12 educational curriculums in area schools. Create and present school and family oriented environmental education, natural history programs, outdoor skills programs, and special events to audiences of diverse ages and backgrounds. Perform outreach programming to the nine-county region. Create community and educational partnerships and work to target underserved audiences. Must have good teamwork and communication skills.

Promote and publicize AGFC and nature center programs, events and facilities to general public, educational facilities, civic organizations and other venues to increase awareness and visitation with current marketing strategies (including social media).

Frequent travel within designated region and weekend work required. Some statewide and occasional out of state travel required. Other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

Frequent in-state travel is required.

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