



Arkansas Game and Fish Commission Employment Job Posting

EDUCATION PROGRAM SPECIALIST - EDUCATION PROGRAM SPECIALIST

POSITION NO: 22133534

POSTING INFORMATION:

Advertisement Opens: Nov. 19, 2023

Advertisement Closes: Dec. 7, 2023

Full Time: Yes

Salary: \$49,526.00 - \$49,526.00 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.

Preferred Education and/or Experience:

- Bachelor's degree in Biology, Fish and Wildlife Management, Conservation, Education, Parks and Recreation Management, or a related field.
- Experience in environmental education including working with the public and volunteers.
- Experience with or certification with NAI (National Association for Interpretation) is a plus.
- Experience with developing and presenting environmental education programs including hunting and fishing related skill programs.
- Experience with customer service and assisting visitors to the nature center.

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:

- Knowledge of training course development, needs assessment and course planning.
- Knowledge of instructional techniques.
- Knowledge of principles and practices of journalism.
- Knowledge of education principles and learning concepts.
- Ability to develop and present training programs.
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- Ability to compile information and write reports.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Witt Stephens Jr. Central Arkansas Nature Center

Division: Education

Job Summary:

The Education Program Specialist 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 and conducts education and training programs designed to train volunteers for various educational programs and participates in the presentation of special interest seminars.

Communicates information 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:

- Knowledge of interpretive methods for program planning, familiarity with Arkansas Flora and Fauna and the eco-regions of Arkansas, familiar with wildlife management concepts especially with issues pertaining to Arkansas.
- Ability to coordinate multiple activities with children, peers, volunteers and supervisors.
- Ability of communicate in a public forum, ability to care and handle of education animals, skilled in research methods and exhibit design concepts.
- The ability to instruct in a variety of outdoor skill building activities.
- Proficient in various computer software including google meet and other platforms such as zoom.
- The ability to lift 25 lbs.
- A willingness to work after hours and some weekends.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Other Specific Information:

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