



## Arkansas Game and Fish Commission Employment Job Posting

EDUCATION PROGRAM SPECIALIST - EDUCATION PROGRAM SPECIALIST

POSITION NO: 22133535

### **POSTING INFORMATION:**

Advertisement Opens: June 26, 2024

Advertisement Closes: July 17, 2024

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:

- Experience in presenting to the public and doing media appearances
- Experience with archery, shooting, hunting, and fishing
- Certifications in AGFC programs such as Hunter Ed., Basic Archery Instructor

#### 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:

- Experience with archery and shooting education
- Knowledge of and ability to communicate concepts of AGFC's mission
- Public speaking skills to include media appearances
- Must be an energetic self-starter who can operate without daily supervision
- Knowledge of Arkansas Flora and Fauna
- Possess multiple outdoor skills and the ability to teach others

**POSTING DETAILS:**

Position Location:

City: South Arkansas Region

Office: Grandview Education 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:

- Help teach outdoor skills classes at regional education facilities in the southern part of the state
- Be responsible for creating your own schedule, making contact with schools and other locations, and setting up classes
- Travel often and must be able to present to small and large groups of people
- Frequent in-state travel is required

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.