



Arkansas Game and Fish Commission Employment Job Posting

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

POSITION NO: 22096220

POSTING INFORMATION:

Advertisement Opens: July 15, 2024

Advertisement Closes: Aug. 2, 2024

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:

- Experience working in and with K-12 schools and districts
- Experience working in and with post-secondary institutions, including 2 and 4 year colleges and universities
- Ability to speak in front of a variety of audiences in a public setting
- Experience leading educator professional development
- Knowledge of conservation education and integrating that into academic settings and experiences

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:

- Experience working with post-secondary institutions in Arkansas as well as scholarships, internships, and fellowships
- Experience developing student learning experiences in conservation education and outdoor recreation settings

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Education

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:

- This position will work directly with post-secondary education institutions including two and four year colleges and universities through partnerships.
- These partnerships will create learning experiences and opportunities that engage students in conservation related work and learning across multiple divisions within the agency.
- Through the development of programs, the coordinator will create pathways for secondary students to engage with post-secondary institutions to gain career and continuing education exposure.
- This coordinator will manage the AGFC scholarship, internship, and graduate fellowship programs.
- Additionally, the coordinator will be responsible for maintaining existing relationships with schools that are utilizing the Outdoor Adventures and Project Wild curriculum programs and increasing participation in each of those each year

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

- This position will work out of the Little Rock Headquarters office as needed.
- This position will be responsible for statewide efforts in working with post-secondary partners and schools.
- Frequent in-state travel is required.

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