



Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION PROGRAM SPECIALIST - AGFC EDUCATION PROGRAM SPECIALIST

POSITION NO: 22095839

POSTING INFORMATION:

Advertisement Opens: May 9, 2025

Advertisement Closes: May 23, 2025

Full Time: Yes

Salary: \$49,526.00 - \$71,432.00 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 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

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:

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POSTING DETAILS:

Position Location:

City: Grandview and Pine Bluff

Office: Grandview Education Center

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) 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:

- Assist in teaching outdoor skills classes at regional education facilities in the southern part of the state
- Responsible for creating your schedule and contacting schools and other locations to set up classes
- Ability to present to small and large groups of people
- Willingness to travel often, as frequent in-state travel is required

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

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.