



## Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION PROGRAM SPECIALIST - AGFC EDUCATION PROGRAM SPECIALIST

POSITION NO: 22095839

### **POSTING INFORMATION:**

Advertisement Opens: June 26, 2025

Advertisement Closes: July 9, 2025

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:

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#### 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
- Experience presenting to school groups and public audiences
- Experience working on a firing range and good knowledge of firearm handling, archery equipment, and maintenance
- Knowledge and ability to handle and care for education animals
- Certification and experience with AGFC education programs including Hunter Education, Boater Education, National Archery in Schools Program (NASP), Arkansas Youth Shooting Sports Program (AYSSP), or Fishing in Natural State (FINS)
- Prefer candidates who are familiar with equipment and techniques associated with recreational hunting and fishing, and knowledge of AGFC hunting and fishing regulations
- Ability to effectively speak and write in English and Spanish

**POSTING DETAILS:**

Position Location:

City: Pine Bluff

Office: Delta Rivers Nature 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
- Assist with and oversee development and maintenance of nature center exhibits, facility, trail, 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
- Create community and educational partnerships and work to target underserved audiences
- Possess good teamwork and communication skills
- Ability to 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)
- Willingness to travel often, as frequent in-state travel is required
- Other duties as assigned

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

The AGFC Delta Rivers Nature Center is home to large and small birds of prey, venomous and non-venomous reptiles, and native fish in a 22,000-gallon aquarium. Care for these animals and their exhibits is a daily part of the duties of this position.

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