



## Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION PROGRAM SPECIALIST - **AGFC Education Program Specialist**

**POSITION NO: 22095839**

### **POSTING INFORMATION:**

Advertisement Opens: Oct. 21, 2025

Advertisement Closes: Nov. 4, 2025

Full Time: Yes

Salary: \$49,256.00 - \$49,256.00 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.

*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:

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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 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 educational 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 the Natural State (FINS)
- Prefer candidates who are familiar with equipment and techniques associated with recreational hunting and fishing, and have 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: Governor Mike Huckabee Delta River Nature Center

Division: Education

#### Job Summary:

The Arkansas Game and Fish Commission (AGFC) Education Program Specialist is responsible for facilitating classes focused on conservation and outdoor recreation, as well as managing, training, and coordinating the activities of volunteers for various educational programs. This position is governed by state and federal laws, as well as agency policy.

#### Typical Functions:

Develops and conducts educational and training programs for the public and participates in presenting special interest seminars.

Communicates information to the public through programs, media, and other communication outlets concerning educational programs and regulatory requirements.

Designs, develops, and maintains exhibits and information booths for special events and activities, such as school career days and fairs.

May provide 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.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- 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 curricula 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
- Frequent travel in Central and South Arkansas
- Create community and educational partnerships and work to target underserved audiences
- Must have good teamwork and communication skills
- Promote and publicize AGFC and nature center programs, events, and facilities to the general public, educational facilities, civic organizations, and other venues to increase awareness and visitation with current marketing strategies (including social media)
- Care for the facility's ambassador animals, including large and small birds of prey, venomous and non-venomous reptiles, and native fish in a 22,000-gallon aquarium
- Other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid 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.