



Arkansas Game and Fish Commission Employment Job Posting

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

POSITION NO: 22096016

POSTING INFORMATION:

Advertisement Opens: Nov. 12, 2025

Advertisement Closes: Nov. 28, 2025

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:

- Bachelor's degree in biology
- Experience facilitating educational activities to diverse audiences

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:

- Knowledge of, or experience with, freshwater macro-invertebrates and collection methods
- Knowledge of, or experience with, physical and chemical water quality analysis methodology and concepts
- Knowledge of or experience with habitat restoration, riparian zone enhancement, and aquatic anti-degradation or best management practices
- Ability to hook up and pull a trailer
- Ability to work in a variety of climate conditions during the year and endure medium-intensity work

POSTING DETAILS:

Position Location:

City: Lonoke

Office: Lonoke Office

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (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:

- Organizing and facilitating professional development for adults and professionals of diverse backgrounds.
- Teaching concepts related to freshwater conservation and monitoring, such as water analysis, biological survey, geomorphology, and best management practices, to a wide range of ages, from elementary school to adult professionals
- Facilitating freshwater monitoring activities with professionals and school groups, both in the classroom setting and in the field
- Supporting education staff and schools participating in the School of Conservation Leadership program
- Teaching about aquatic habitat and wildlife in Arkansas, as well as other agency programs that aid in major restoration or mitigation efforts within the state
- Procuring and managing equipment for program sponsors across the state
- Frequent in-state travel with some overnight and weekend work 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.