



Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION PROGRAM SPECIALIST - AGFC Education Program Specialist

POSITION NO: 22177261

POSTING INFORMATION:

Advertisement Opens: Nov. 24, 2025

Advertisement Closes: Dec. 26, 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:

- Bachelor's degree in environmental education, formal education, natural science, communications, or related field, plus experience as an outdoor skills instructor, conservation educator, or classroom experience
- Experience supervising volunteers/staff
- Experience with native landscaping and trails
- Experience with archery, shooting, hunting, and fishing

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:

- General knowledge of and the ability to communicate concepts of environmental education, natural history, and outdoor skills to people of all ages and backgrounds.
- Ability to multitask and coordinate multiple activities with peers, supervisors, and volunteers
- Ability to supervise, lead, and motivate volunteers
- Skilled in public speaking
- Proficient in basic outdoor skills, hunting, and fishing preferred
- Skilled in social media engagement preferred.

POSTING DETAILS:

Position Location:

City: Springdale

Office: Ozark Highlands 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 the development and maintenance of nature center exhibits, facility, trails, and educational programming.
- Create and present programs related to agency initiatives that fulfill state educational standards, and coordinate with K-12 educational curriculum in area schools, as well as family-oriented environmental education, natural history programs, outdoor skills programs, and special events to audiences of diverse ages and backgrounds.
- Supervise volunteers, and develop and conduct training programs designed to train volunteers for various educational programs
- Must have good teamwork and communication skills
- Promote and publicize AGFC and its nature center programs to increase awareness and visitation with current marketing strategies (including social media)
- Frequent travel within the designated region and weekend work required
- Some statewide and occasional out-of-state travel required
- 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.