



Arkansas Game and Fish Commission Employment Job Posting

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

POSITION NO: 22126298

POSTING INFORMATION:

Advertisement Opens: Feb. 20, 2026

Advertisement Closes: March 9, 2026

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:

The formal education equivalent of a bachelor's degree in business administration, management, or a related area, including two years of experience in education programs, volunteer management, or a related field, including one year in a supervisory role or serving in another leadership capacity.

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:

- Possess a working knowledge of recreational shooting sports programs and a solid foundation in firearm safety, range operations, and various shooting disciplines
- Possess strong organizational and inventory management skills, along with the ability to adapt to changing operational needs across multiple programs and facilities
- Must demonstrate effective communication skills
- Possess the ability to assist in instructional settings, and the flexibility to support seasonal events, competitions, and facility operations
- Possess experience in program coordination, outdoor recreation, or shooting sports environments

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Shooting Sports

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 regulatory requirements.

Provides technical assistance with the design and development of educational 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:

The Recreational Shooting Sports Program Specialist supports the coordination and delivery of statewide shooting sports programs, including Archery in Schools, Youth Shooting Sports, the Student Air Rifle Program, and range operations. This position assists with volunteer and coach training, event and tournament setup and operations, facility support, and on-site instruction across multiple shooting disciplines. The role also supports equipment logistics and warehouse inventory management, including organizing, tracking, distributing, and maintaining program supplies and durable equipment. The position works collaboratively with program coordinators, state coordinators, and facility managers to ensure efficient program implementation and reports directly to the division chief.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

Frequent in-state travel is required.

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