**Arkansas Game and Fish Commission Employment Job Posting**

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

**POSITION NO: 22133535**

**POSTING INFORMATION:**

Advertisement Opens: March 2, 2026

Advertisement Closes: March 20, 2026

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:

- Proficient in teaching hunter education to the public
- BAI (basic archery instructor)
- Ability to teach or become proficient in AGFC FINS (Fishing in the Natural State) professional development course and curriculum
- Ability to teach or become proficient in AGFC Stream Team professional development course and curriculum
- Experience leading professional development with adults, specifically in an educational setting and with peers

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:

- Ability to grow the public's knowledge and skills in conservation and outdoor recreation experiences
- Proficient or ability to become proficient in teaching Boater Education
- Ability to meet with internal and external partners, organizations, and individuals to establish relationships through the Education Division's mission in leading the way in conservation and outdoor education
- Willingness to travel throughout a region of the state

**POSTING DETAILS:**

Position Location:
City: TBD
Office: TBD
Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Education Statewide Coordinator is responsible for managing, training, and coordinating the activities of program sponsors for various educational programs. This position is governed by state and federal laws and agency policy

Typical Functions:

Develops, monitors, and conducts education and programs designed to train volunteers and program sponsors for various educational programs

Develops and oversees annual budgets for programs within the assigned region.

Participates in the presentation of special interest seminars

Responsible for obtaining instructional materials for program activities and their sponsors

Writes and reviews information designed to communicate 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.

May supervise a professional and administrative support staff by interviewing applicants, making hire or termination recommendations, training, assigning and reviewing work, and evaluating the performance of incumbents.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Serve as the regional education coordinator for the region in which the employee lives
- Provide high-quality professional development to the public, specifically educators and administrators in schools in the region
- Provide learning experiences in conservation and outdoor recreation
- Be a content area expert and lead professional development for AGFC staff to increase instructional capacity in conservation and outdoor recreation

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

.

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