



Lone Star Groundwater Conservation District

Position: Education & Conservation Outreach Coordinator, Full-time

Job Summary:

We are looking for a creative individual to administer the District's education, conservation, community outreach programs; increase engagement and educate school children and the general public regarding water conservation; design and create content for monthly magazine articles, authors press releases, create content for website and infographics. The individual in the position will take a self-motivated approach to carry out the mission and goals of the Lone Star Groundwater Conservation District.

Essential Functions:

- Serve as Education Team Leader;
- Design, coordinate, administer, guide, and track education and outreach activities;
- Supervise and mentor contractors, interns, and staff involved in education and outreach;
- Communicate scientific, technical and regulatory information to well owners, home owners, scientists, school students and the general public;
- Give aquifer and conservation presentations for a wide variety of audiences including service groups, school classrooms, Master Gardeners, etc.;
- Coordinate and/or develop regular press releases, public notices, written articles and solicit attention from print, TV, and radio media for activities;
- Create, manage, maintain, and enhance the website and social media content in conjunction with other staff;
- Strategically organize and manage LSGCD social media accounts;
- Design various print publications and digital graphics to promote LSGCD, its programs and conservation efforts.
- Coordinate mass communication through email in such a way that email blasts may be refined to target diverse audiences (Press, Teachers, Permittees, general public);
- Inform the public of all upcoming events and meetings through email, web and social media
- Plan and enact conservation programs, teacher trainings, recognition programs, and booth events for the District;
- Collaborate with area educators and public information officers to streamline messaging and support efforts that are in line with the District's mission;
- Manage and implement special projects as instructed by the general manager;
- Compile and edit the Annual Report
- Produce and give monthly reports to District Board of Directors on education activities;

Required Education:

- Bachelor degree preferred, or equivalent job related experience with emphasis in communication, leadership, education, journalism, and/or related field; Emphasis in water resources or related field preferred.

Required Knowledge, Skills, and Abilities

- Strong computer skills including word-processing, presentation, graphic design, and layout applications;
- Excellent oral and written communication skills, organization skills, research skills, and public speaking skills;
- Proficiency with web content management systems, Microsoft products, and databases and a variety of software programs such as desktop publishing; graphics programs and social media applications;
- Project management and ability to meet multiple deadlines
- Works well with others in all settings and situations;
- Have and maintain a valid Texas driver's license and ability to operate a motor vehicle;
- Ability to travel as required;
- Ability to work outside in all weather conditions;
- Ability to carry heavy equipment or supplies in excess of 50 lbs;
- Ability to occasionally work evenings or weekends when required.

Preferred Knowledge, Skills, and Abilities

- Working knowledge of geographic information systems and database skills
- Knowledge of local geology, environmental concerns, public policy, and local ordinances and policies;
- Working proficiency in utilizing analytics/metrics to lead the development, design and implementation of education and communication strategies

Salary: Commensurate with experience

Applications: Please submit resume via email to lsgcd@consolidated.net; US Mail to: **ATTN: General Manager**, 655 Conroe Park North Drive, Conroe, TX 77303.

Deadline: Resumes will be accepted until qualified applicant is selected.