

Position: Education & Conservation Outreach Coordinator

Job Summary:

The Greater Texoma Utility Authority are seeking a creative and driven individual to lead our education, conservation, and community outreach initiatives for the Red River Groundwater Conservation District and North Texas Groundwater Conservation District. This role supports both Districts' missions to manage and protect local groundwater resources through public education, engagement, and conservation programming.

The ideal candidate will oversee established education programs geared toward school children (k thru 12th), manage outreach to the general public, and develop conservation messaging across multiple platforms. Responsibilities include creating engaging content for social media, authoring press releases, maintaining and updating websites and printed materials, and representing the Districts at public events.

This position requires a self-motivated individual with strong communication skills who can effectively promote the goals and mission of both Districts.

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- **Serve as the primary lead for education initiatives across both Districts.**
 - **Manage and deliver established educational programs utilizing tailored curriculum and instructional materials.**
 - **Plan, coordinate, execute, and monitor educational and conservation-focused activities.**
 - **Communicate complex technical and regulatory information clearly to diverse audiences, including students, residents, landowners, and professionals.**
 - **Develop and present engaging programs for schools, civic organizations, and community groups.**
 - **Organize and promote conservation initiatives, teacher workshops, recognition efforts, and public outreach events.**
 - **Partner with educators and communications professionals to ensure consistent and mission-aligned messaging.**
 - **Write and distribute press releases, public announcements, newsletters, and articles for print, broadcast, and digital media.**
 - **Maintain and improve website and social media content to effectively support public engagement.**
 - **Create visually appealing digital and print materials to promote District activities and water conservation messaging.**

- **Craft and manage targeted email communications for key audiences such as educators, permittees, media contacts, and the general public.**
 - **Promote District events, meetings, and initiatives through email, web, and social media platforms.**
 - **Execute special projects as directed by the General Manager.**
 - **Prepare and present routine reports to the Boards of Directors detailing educational and outreach program efforts.**
 - **Promote the District's Goals and message to multiple audiences including well owners, legislators, and educators.**
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Required Education:

- B.S. degree or equivalent experience in Education, Natural Resources, Communication, or related field preferred.
 - Emphasis or experience in water resources, environmental science, or a related discipline is preferred
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Required Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office, web content management systems, and graphic design tools
- Excellent oral, written, and visual communication skills
- Strong public speaking and interpersonal skills
- Ability to engage and communicate effectively with children and the public
- Ability to manage projects, meet deadlines, and work both independently and as part of a team
- Working knowledge of desktop publishing, social media platforms, and basic layout/design software
- Valid driver's license, appropriate auto insurance, and ability to travel as needed (travel costs are reimbursable)
- Ability to work outdoors in all weather conditions and lift up to 50 lbs
- Flexibility to work occasional evenings or weekends

- Familiarity with regional geology, environmental policies, and local ordinances is preferred
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How to Apply:

Submit a cover letter, resume or curriculum vitae, and a list of references by email to:
paul@gtua.org

Or by mail to:

Greater Texoma Utility Authority

Paul Sigle

5100 Airport Drive

Denison, TX 75020

Applications will be reviewed as they are received. Interviews will be scheduled with qualified candidates.