



Published Announcement:

Outreach & Education Coordinator Muskegon, MI. Part-Time Program Coordinator with Bachelors Degree in education and/or natural resource related field. For additional information see posting at <http://www.muskegoncd.org> or contact the Muskegon Conservation District office at (231) 828-5097. Send cover letter, resume, and 3 references to steve.coverly@macd.org; or mail to Steve Coverly, Muskegon Conservation District, 4735 Holton Road, Twin Lake, MI 49457. Applications due January 30th, 2017.

Position Description:

Program Coordinator

Essential Functions

- Develop, coordinate, and implement grade school outdoor and classroom natural resource experiences
- Develop, coordinate, and implement educational workshops for adults
- Coordinate Conservation District volunteer opportunities
- Coordinate Conservation District fundraising activities; including annual spring seedling and perennial sales
- Assist local agencies, municipalities, organizations, and individuals with conservation programming
- Other functions/duties as assigned

Education / Experience / Skills

- Minimum of a (2 year) Associates Degree in education and/or a natural resource related field
- Excellent organizational, public presentation and written communication skills
- Ability to work independently, or effectively with groups and individuals (including those with different philosophies, educational backgrounds, and/or economic status)
- Appreciation for and commitment to conservation of natural resources
- Prompt to work and appointments

Project / Program Area Experience

- Work in the area of education and/or natural resource management
- General knowledge of natural resources and ecology
- Experience with environmental education programs (Project Wild, Project Learning Tree, etc.)
- Ability to use Microsoft Word; Excel; PowerPoint, and Publisher

Work Schedule and Wages:

- Position is based on a 24 - 30 hour work week with schedule to be determined in coordination with Conservation District Executive Director; with possibility to increase based project/program funding.
- Normal office hours are Tuesday – Friday, 7:00 am to 5:30 pm. Flexibility with scheduling is permitted and will, from time to time, be required.
- Must be available for occasional evening meetings / workshops / trainings
- \$12.50 - \$14.50 per hour; commensurate with education and experience