

Education and Public Relations Coordinator

Middle Trinity Groundwater Conservation District

Position: Education and Public Relations Coordinator

Salary Range: \$35,000 - \$40,000

Benefits: Healthcare, Paid Holidays and Vacation, Retirement

IMMEDIATE SUPERVISOR: General Manager

JOB DISCRIPTION:

- Perform public awareness and educational programs to various audiences
- Maintain a working relationship with local broadcast and print media outlets as well as social networking
- Knowledgeable of the Rules of the District
- Ability to follow guidelines under the District's Management Plan
- Other job duties as deemed necessary by the General Manager

MINIMUM QUALIFICATIONS:

- Strong communications skills are required, both written and verbal, especially with Public speaking and teaching instruction
- Above average knowledge of computer programs, including Microsoft Office applications
- Must have personable nature, trustworthy, able to work under pressure and deadlines
- Possess good customer service qualities
- Good organizational skills and abilities
- A Bachelors degree in communication, education or closely related field, or the combination of education and work experience
- Must be able to lift and carry up to 50 lbs
- Valid Texas Driver's license with good driving record
- Must be able to pass a background check
- Knowledge of the District's counties is helpful, but not required

PRINCIPLE DUTIES:

- Compile annual report on District Management Plan compliance

- Design, develop, coordinate and administer public awareness and school education programs pertaining to water and water conservation
- Participate, as needed, in public interviews and special events
- Prepare and distribute educational materials regarding water conservation and the District including, but not limited to, newspaper and website articles
- Prepare press releases and public notices for media
- Create, update and maintain District's web based newsletter
- Conduct mobile teaching lab presentations for a wide variety of audiences
- Plan and enact recognition programs (i.e., Conservation Awards, Scholarship Program)
- Apply for grant funding supporting water education and conservation activities
- Attend meeting related to groundwater conservation
- Enhance the educational and informational value of the District's website
- Other projects and duties as requested by the General Manager

ADDITIONAL DUTIES:

- Maintenance of equipment belonging to the District
- Must be able to work evenings and weekends on occasion