

VACANCY ANNOUNCEMENT

Position: Community Outreach Coordinator serving Allen County, Ohio.

Location: This position is offered by the Allen Soil and Water Conservation District (SWCD), 1601 E 4th Street, Suite B, Lima, Ohio. It is a full time permanent position, subject to a 90 day probationary period. The position will be under the administrative supervision of the Allen SWCD Board of Supervisors and the District Administrator. Day-to-day supervision will be provided by the Stormwater Coordinator.

Key Responsibilities: The position will primarily serve the urbanized portion of central Allen County with emphasis on stormwater issues.

- Promotion and assessment of best management practices for urban stormwater.
- Deliver educational presentations within local schools and with the general public.
- Prepare and distribute information to local media outlets, including in-person interviews.
- Serve as Allen SWCD's lead information contact with the community.
- Facilitation of public involvement and participation activities.
- Responsibility for meeting public education and involvement requirements within Ohio EPA's NPDES Permit No.: OHQ000003 and completing associated annual contractual obligations with local urban stormwater partners.
- Work with partner organizations, seeking ways to serve shared goals and audiences.
- Newsletter preparation and distribution, including maintenance of audience databases.
- Management of the Allen SWCD website and social media accounts.
- Serve in a facilitation role with the Ottawa River Coalition.

Education and Technical Background Requirements: Preference will be given to applicants with a Bachelor's degree in a field related to the position, such as communications, education, marketing, natural resources management, urban planning, or an equivalent combination of education and experience.

Computer Literacy Required: Microsoft Office - Word, Excel, PowerPoint, Publisher, Outlook

Required Skills and Abilities: Critical to the success of this position are self-motivation, strong verbal and written communication skills, organizational skills, ability to take direction from others, accuracy and detail in recordkeeping and documentation, the ability to work with partners and the general public, physical ability to conduct educational programming and outreach events, provide team leadership, and maintain a positive attitude to create and sustain a favorable image of the SWCD while accomplishing the required tasks. A valid driver's license and the ability to obtain drive-other-car insurance will be required.

Salary and Benefits: The position will work 40 hours per week, Monday through Friday. This position will require some weekend and evening hours, and those hours will be flexed/balanced within the 40 hours. Starting salary is anticipated at \$15 per hour commensurate with qualifications and experience. Benefits include individual health insurance, Medicare, Ohio Public Employees Retirement System, vacation, and sick leave. Paychecks are issued bi-weekly and direct deposit.

Application Process: Applicants should provide a resume, three non-family references, and a cover letter indicating why you are interested in the position by 4:00 pm, Monday, April 30, 2018 to the Allen SWCD, 1601 E 4th Street, Suite B, Lima, Ohio 45804. Questions can be directed to Gary Werling, District Administrator at gary@allenswcd.com or Beth Seibert, Stormwater Coordinator at beth@allenswcd.com or by calling 419-223-0040 ext. 3. Applicants will be contacted by phone for interview appointments. Successful applicants must be able to pass a substance abuse test and background check. Computer aptitude and communication assessments will be administered as part of the interview process.

Non-Discrimination Statement: All programs, services and activities of the Allen Soil and Water Conservation District and the partnering USDA Natural Resources Conservation Service are offered on a nondiscriminatory basis without regard to race, religion, color, national origin, sex, age, marital status or handicap.