

Warren County Soil & Water Conservation District

Job Description

Conservation Education Coordinator Position



Effective Date: January 1, 2027

Position: Conservation Education Coordinator

Work Schedule: Flexible hours

Status: Contractor; \$20K a year; paid every two weeks, with potential bonus annually;
No health benefits currently; Grant funded

Job Category: PETA (Partnerships, Education, Technical, Administration)

Our Mission

To provide, connect, and serve the public with resources about soil, water, and natural resource conservation efforts. To connect landowners, residents, businesses, community organizations, and the general public to sources of educational, technical, and financial assistance in order to implement conservation practices and technologies. As well as to partner with multiple agencies to increase resources.

Position Summary

The Conservation Educator serves as the primary coordinator and provider of natural resource education for Warren County. This position develops and delivers curriculum, outreach programs, and hands-on learning experiences for K–12 students, landowners, community groups, and partner organizations. The role supports the district's mission to promote responsible soil, water, and natural resource stewardship through education, outreach, and community engagement.

Reports to

The Warren County Soil and Water Conservation District (SWCD) District Administrator and the Board of Supervisors.

Physical Effort and Work Environment

Work is performed in office occasionally and outdoor field environments. Duties may require:

- Standing, walking, or sitting for extended periods
- Walking on uneven or rough terrain
- Climbing banks, crossing ditches, or carrying equipment
- Exposure to year-round weather, insects, and animals
- Occasional operation of agricultural or field equipment
- Occasional evening, weekend, or extended hours
- Travel for trainings, conferences, and meetings, including overnight travel

Reasonable accommodations will be made in accordance with the Americans with Disabilities Act (ADA).

Essential Duties and Responsibilities

Education & Program Development

- Develop and implement natural resource curriculum for K–12 and community audiences on topics such as soil health, water quality, forestry, wildlife, invasive species, wetlands, agriculture, and pollinators.
- Deliver classroom programs, after-school activities, field investigations, and outdoor learning experiences.
- Ensure all educational content aligns with state standards and District objectives.
- Conduct water-based field programs in streams, wetlands, lakes, and rivers.

Outreach & Community Engagement

- Plan and coordinate public events including workshops, field days, tours, festivals, cleanups, and committee meetings.
- Present programs to schools, civic groups, landowners, agencies, and community organizations.
- Build and maintain partnerships with agricultural, conservation, educational, and nontraditional organizations.

Communications & Publications

- Prepare outreach materials including newsletters, brochures, press releases, social media content, presentations, and website updates.
- Produce quarterly and annual reports, including GMS reporting requirements.
- Contribute to the District's newsletter and maintain consistent digital communication.

Planning & Administrative Support

- Support the district's annual plan of work and long-range planning efforts.
- Submit an annual written work plan to the District Administrator and Board.
- Assist with scheduling field days, managing after-school programs, and coordinating education logistics.
- Apply District policies and procedures and maintain professional communication with the public and partner agencies.
- Perform other duties as assigned.

Education

- Preferred Associate's degree or related work experience in agriculture, environmental science, natural resources, education, or related field preferred.
- Willingness to obtain certificates including, but not limited to: Indiana Watershed Leadership Academy (IWLA), Hoosier River Watch, Soil Health Classes, Ag Learn Courses, Indiana District Employee Association (IDEA) Career Development Program (CDP), and other trainings available.

Knowledge, Skills and Abilities

- Have a valid Indiana Driver's License, safe driving record, and reliable transportation.
- Ability to pass federal USDA background check for access to federal systems and facilities.
- Ability to follow and obtain grant goals and reporting.
- Positive attitude and ability to understand and follow oral and written instructions including ability to competently serve the public with diplomacy and respect.
- Ability to work both independently and in a highly collaborative environment.
- Proficiency with office equipment and programs including but not limited to computers, telephone, etc. Microsoft Office, Canva, Google Suite, Adobe Acrobat, among other programs as needed.
- Working knowledge of standard English grammar, spelling, and punctuation.
- Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure. Ability to prepare detailed reports within established deadlines.
- Ability to work indoor and outdoor conditions including year-round weather conditions
- Excellent interpersonal and public communication skills with the public, Supervisors, co-workers, students, volunteers, personnel from other agencies and offices, local, State, Federal decision makers, advisory boards, and diverse working groups.
- Knowledge of watershed dynamics, ecological concepts and technologies, agricultural culture, practices, and common equipment
- Working knowledge of educational techniques with ability to develop, organize and present programs and activities for a variety of age groups.

Equal Opportunity Statement

Warren County Soil & Water Conservation District is an Equal Opportunity Employer. The district complies with the Americans with Disabilities Act and will provide reasonable accommodations to qualified individuals with disabilities. Applicants are encouraged to discuss accommodation needs with the employer.

Signature of Applicant indicating position description has been reviewed and understood. This job description serves as no promise or guarantee to hire the individual applying for position.

Date: _____

Applicant signature: _____

Received By: _____

Date: _____