



## HIRING ANNOUNCEMENT

### Education Specialist

*A Part-Time Position w/ Competitive Hourly Rate  
Position Opened Until Filled*

We work with the people who work the land.

#### GENERAL

Clinch Valley Soil & Water Conservation District (CVSWCD) is currently accepting applications for its part-time Education and Outreach Coordinator position. The successful candidate must have excellent communication, collaboration and interpersonal skills and be able to establish and maintain positive and productive working relationships with district staff and board members, CVSWCD stakeholders, various partners, funding source contacts, and youth K-12. A successful candidate must also have sound organizational skills with attention to detail; demonstrated ability to multitask and prioritize effectively; ability to work cohesively and productively in a collaborative team-based office environment and to work independently under general supervision. Must be comfortable leading education programming comprised of both children and adults. This position requires the physical ability to perform assigned tasks involving loading, lifting, and carrying moderate weight (25lbs).

#### PRIMARY RESPONSIBILITIES

- Lead marketing efforts within Russell County for the promotion of the Youth Conservation Camp, Youth Conversation Leadership Institute, Envirothon, poster contests, scout patch programs, student scholarship programs, District Facebook and Website page.
- Planning and coordinating the logistics for Natural Resource Festival, County Fair exhibit, Kids in the Creek Programs, Ag Community Outreach Event, various local festival booths, Annual Awards Banquet, and other training/educational activities as assigned;
- Promoting the conservation of natural resources county wide through meaningful interactive stewardship and educational programming initiatives for youth K-12 and adults;
- Providing guidance to the CVSWCD Education Committee;
- Providing leadership and assistance to CVSWCD staff in the creation, development, implementation, and evaluation of community-based programs to effectively support identified conservation, agriculture, and educational priorities; and
- Assisting with generating additional sources of funding to support the CVSWCD mission.

#### EDUCATION

The successful applicant is preferred to have a college degree or prior experience in a relevant field such as environmental science, agriculture science or education. Prior relevant experience with project management, marketing, or outreach, managing budgets, research, writing, public speaking, developing presentations or educational materials, working with youth and adults, and working independently and as part of a team preferred.

or demonstrate an equivalent combination of education, experience and training that provides the necessary knowledge and skills. The successful candidate must have and. This position does require regular independent county wide travel with occasional travel statewide and overnight. The Education Specialist must pass a criminal background check and a maintain a valid Virginia's driver license and safe driving record to the satisfaction of the employer.

## **COMPENSATION AND LOCATION**

This position is based out of the CVSWCD office in Lebanon, VA. Salary range is \$15-\$20/ hour and may be negotiable based on relevant combination of education and experience. Weekly hourly expectation is between 20-30hours/ week. District vehicles will be available for use for Education Programming Events. Hybrid work options possible for the right candidate.

*Please send Cover Letter, Resume, and Application, by March 31st, 2024, by 4:00pm*

Clinch Valley Soil & Water Conservation District  
(276) 883-5987  
[siobhan.nishida@clinchvalleyswcd.org](mailto:siobhan.nishida@clinchvalleyswcd.org)  
131 Highland Drive, Suite B; Lebanon, VA, 24266

# Clinch Valley Soil & Water Conservation District

## Employment Application

Employees and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age. As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the Clinch Valley Soil & Water Conservation District (CVSWCD) at (276) 883-5987.

1. Applicant's Full Name (Last, First Middle)		2. Position applying for:		3. Salary Required	
4. Address				5. When will you be available to start work?	
6. Home Phone	Cell Phone	Work Phone	Email Address		

### EDUCATION

7. Educ. Level (check one)

<input type="checkbox"/> Not a High School Graduate	<input type="checkbox"/> Attended graduate school
<input type="checkbox"/> High school graduate or equivalent	<input type="checkbox"/> Master's degree
<input type="checkbox"/> Attended college and/or associate degree	<input type="checkbox"/> Graduate study beyond master's requirements
<input type="checkbox"/> College graduate	<input type="checkbox"/> Ph.D. or other professional degree

8. List below all post-high school degree / certification programs begun or completed.

Name and Location of Institution	List Degree Received	Major	Minor	Dates Attended
a.				
b.				
c.				

9. Additional/ongoing educational programs – List type of degree/certification and expected completion date:

### JOB EXPERIENCE

Starting with your most recent position, describe all paid, military, and applicable voluntary experience. Highlight your knowledge, skills and abilities that best demonstrate your qualifications for this position. *Use additional pages, as necessary.*

10. <b>JOB TITLE #1</b> (Most Recent)		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time					
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
11. May we contact your present supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No					

<b>12. JOB TITLE #2</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
<b>13. JOB TITLE #3</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
<b>14. JOB TITLE #4</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	
<b>15. JOB TITLE #5</b>		Employer		Address	
Type of Business		Supervisor's Name		Supervisor's Position	
Start Date (Mo/Yr)		End Date (Mo/Yr)		Starting Salary	
				Ending Salary	
				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Duties					
No. Employees Supervised		Equipment Used		Reason for Leaving	

**OTHER EXPERIENCE**

16. List any applicable training, seminars, workshops, special achievements or skills, computer software skills, etc.

17. Were you previously employed by CVSWCD?  Yes  No If yes, in what capacity?

18. Are you related to a current or former CVSWCD employee?  Yes  No If yes, who?

**LICENSES**

Including driver's license, certificates, or other authorization to practice a trade or profession.

19. Type	License Number	Granted By (State, licensing board, school, etc.)

**REFERENCES**

List 3 persons (other than relatives or friends) who have knowledge of your work experience and/or education.

20. Reference Name	City, State	Phone Number	Relationship

**MISCELLANEOUS**

21. Which job status you will accept?  Full-Time  Part-Time

22. Which employment status you will accept?  With Benefits  No Benefits

23. For purposes of compliance with The Immigration Reform and Control Act of 1986, are you legally eligible for employment in the United States? (You will be required to complete an I-9 form and provide documentation of your identity for employment purposes.)  Yes  No

24. For purposes of compliance with Section 2.2-2804 of the Code of Virginia, if you are/were required to register for the Selective Service, have you done so? If no, state reason:  Yes  No

**CERTIFICATION**

- I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with CVSWCD.
- I understand that all information on this application is subject to verification and I consent to criminal history background checks.
- I also consent that you may contact references, former employers and educational institutions listed regarding this application.
- I further authorize CVSWCD to rely upon and use, as it sees fit, any information received from such contacts.

25. Applicant's Signature Date

26. How did you find out about this employment opportunity?  
 CVSWCD Website  Newspaper  Facebook  Current employee  Other Source