

**Jo Daviess Conservation Foundation**  
**Job Announcement**  
**Outreach and Education Coordinator**

**JOB TYPE:** PART TIME – 25-30 hours per week on average  
Hourly Rate \$15 - \$16 per hour based on experience

**GENERAL RESPONSIBILITIES**

The Outreach and Education Coordinator conducts community outreach and educational programs through planned events, public presentations, outdoor education programs including a day camp, and recreational tours. The position is responsible for working with a group of educational volunteers to package educational programs, schedule events and outreach venues, and help develop the curriculum content of JDCF public presentations.

The Outreach and Education Coordinator reports to the Associate Director. The Coordinator has a leadership role in coordinating the Youth and Family Education Committee and will assist with the Conservation Outreach Committee (adult education and conservation programs). The Coordinator will sometimes need to work evenings/weekends as needed to meet the needs of the organization.

**DESIRED JOB QUALIFICATIONS AND SKILLS**

1. Bachelor's degree or equivalent experience in a field that relates to the responsibilities of this position such as education, environmental education, community outreach and/or volunteer management.
2. Experience in planning, implementing and evaluating non-formal educational programs and events that reach, and are accessible to, a wide range of audiences.
3. Ability to teach and communicate ideas effectively verbally and in writing.
4. Communication skills: excellent with email, phone and in-person communications
5. Self-starter, motivator - can work productively with indirect supervision in a highly visible public sector environment.
6. Ability to work collaboratively with other paid and non-paid staff; ability to take personal responsibility to help team efforts succeed.
7. Great organizational skills, good at planning, coordinating and executing programs and events. Good at organizing others.
8. Computer competency in Microsoft Office software and experience with database apps.
9. Previous work experience in environmental education, biology, botany, or earth science.

**To Apply:** Qualified applicants may apply by sending a cover letter and resume to [info@jdcf.org](mailto:info@jdcf.org) or by US mail to Jo Daviess Conservation Foundation PO Box 216 Elizabeth, Illinois 61028, Attn. Christie Trifone-Simon.