

**OKLAHOMA COUNTY CONSERVATION DISTRICT
POSITION DESCRIPTION
URBAN CONSERVATION OUTREACH AND RESOURCE SPECIALIST**

Length:	This is a part-time position (20 hrs/wk) that will last for 1 year.
Service Location:	4850 N Lincoln Blvd B, Oklahoma City, OK 73105
Compensation:	\$16/hour
Estimated Start Date:	Nov. 1
Application Due Date	Oct. 4

Basic Purpose:

To perform this position successfully, the candidate must be able to fulfill each essential duty effectively. The qualifications outlined in this document represent the necessary knowledge, skills, and abilities.

The candidate will serve as the Outreach and Resource Specialist for the Oklahoma County Conservation District, responsible for facilitating communication between the District, its partners, and the public. This role involves close collaboration with district staff and state-level staff in Oklahoma City to implement programs like Yard by Yard and the Soil Health Implementation Program (SHIP). Additionally, the individual will develop educational content and organize events that promote community engagement and environmental stewardship.

Typical Functions Include:

- Educate the public about services and programs provided by the Oklahoma County Conservation District, and behaviors Oklahomans can adopt to contribute to urban conservation.
- Give presentations at schools, civic clubs, and other organizational events.
- Promote educational activities and district services on social media.
- Effectively document program activities (video and photo).
- Attend and assist in the planning of educational and community events for both the Yard by Yard program and district activities
- Represent The Oklahoma County Conservation District at various meetings to promote conservation, and district activities.
- Develop outreach and educational materials to support programming.
- Assist Conservation District with the implementation of the Yard by Yard program including education and outreach <https://www.okconservation.org/yardbyyard>
 - Create educational materials for distribution and online.

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- Distribute educational information for city and town zoning officials.
- Convene community stakeholders to discuss the benefits of conservation landscaping.
- Attend educational events pertaining to urban conservation and environmental stewardship.
- Fulfill other duties as assigned.

Knowledge, Skills, and Abilities required for this position include a thorough understanding of communication styles, the ability to design engaging experiential learning opportunities, and the ability to tailor outreach to the needs of diverse audiences. This position must have the ability to coordinate between many partners to effectively execute education events. This position requires a base level knowledge of ecology, local food systems and conservation. This position is an integral part of many collaborative teams but will often work independently and must be able to do so with limited supervision. This position will be asked to attend events that occur outside the traditional workweek. Since this position works closely with the public, individuals must have excellent relationship skills, including verbal and written communication skills. Individuals should be detail-oriented and possess strong organizational skills and be proficient with computers and contemporary software packages (particularly MS Office, Adobe Products, Canva, and social media platforms).

Minimum Requirements:

- Be at least 18 years old at the start of service.
- Have a high school diploma or equivalent.
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy Criminal History Check eligibility criteria.
- Possession of a state-issued driver's license with a safe driving record.

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Preferred Qualifications

- A bachelor's degree or some college experience related to conservation, communication, or education.
- Knowledge of education and outreach principles, methods, and techniques;
- Experience with social media content creation and management (Facebook, Instagram, TikTok, etc.)
- Experience with event planning and workshop development.
- Experience working with diverse communities.

To APPLY

Send resume, cover letter, and at least 2 references to oklahomaccd@conservation.ok.gov