

**OKLAHOMA COUNTY CONSERVATION DISTRICT  
POSITION DESCRIPTION  
URBAN CONSERVATION SPECIALIST – TECHNICAL ASSISTANCE**

Length:	<b>This is a part-time position (20 hrs/wk) that will last for 1 year.</b>
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 Urban Conservation Specialist for the Oklahoma County Conservation District, responsible for technical assistance, and encouraging landowners/users in planning and applying natural resource conservation measures for urban land. 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).

**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.
- 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.
  - Distribute educational information for city and town zoning officials.
  - Convene community stakeholders to discuss the benefits of conservation landscaping.

## Urban Conservation Specialist – Technical Assistance

- 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 ecologically friendly landscaping practices and native plants. 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 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.

### **Preferred Qualifications**

- Bachelor's or some college experience related to the disciplines of soil conservation, geology, horticulture, agriculture, natural resources, or science communication.
- Strong interpersonal communication skills for consensus building and professional partner development.
- Ability to publicly speak.
- Experience with public outreach and marketing and educational material development.
- Self-motivated and self-directed. Ability to work alone or with others in a team environment with minimum supervision. Flexibility to perform a variety of duties and deal with unforeseen events.

## Urban Conservation Specialist – Technical Assistance

- Experience working with diverse communities.
- Event planning and workshop development experience
- Ability to occasionally work extended, weekend, or evening hours, travel out of town, sometimes overnight.

### **To APPLY**

**Send resume, cover letter, and at least 2 references to [oklahomaccd@conservation.ok.gov](mailto:oklahomaccd@conservation.ok.gov)**