

## **JOB ANNOUNCEMENT**

The Lower Platte North Natural Resources District (LPNNRD) is seeking an individual to fill the position of Education Coordinator. This is a full-time position to provide coordination of classroom and outdoor educational outreach, programs, and support for the District in specified areas of work. The full-time coordinator will work under the direction of the General Manager and within the Information and Education (I&E) Department as assigned.

### **Principle Job Responsibilities**

- Create educational programs, opportunities, presentations and outreach to youth and adult audiences in support of department's goal to educate citizens of our district – "Who we are, What we do, Why our work is important and Where we are located."
- Work with teachers, schools, and organizations within our district to create and lead curriculum programs and events as they relate to the LPNNRD and the I&E Department's goals and objectives, both in the classroom and outdoors.
- Utilize district recreational areas and assets to provide content for new and existing youth and adult educational programs.
- Create educational material for district website, brochures, articles, and other I&E projects.
- Work as NRD's lead educational contact for all schools and organizations located within our district's boundaries.
- Assist with I&E Department projects, programs, and responsibilities.
- Provide initial point-of-contact for the District on the phone, internet, and in person regarding educational inquiries.
- Provide assistance to customers as it relates to outdoor educational opportunities.
- Assist NRD staff with specific in-office, tasks and objectives as needed.
- Other educational-related activities as assigned.

### **Minimum Qualifications**

- Bachelor's degree in related field or four years related experience.
- Demonstrate an interest in public interaction and public speaking.
- Working knowledge of computers, office, and design software.
- Possess a valid driver's license or have the ability to obtain a Nebraska Driver's License. Must be insurable in Nebraska.



## **Preferred Qualifications & Experiences**

- Experience working with/teaching diverse audiences and students.
- Skilled in public speaking and communication with students of all ages.
- Working knowledge of Nebraska's Natural Resources Districts and our objectives.
- Working history of coordinating multiple responsibilities and programs efficiently.

If interested, please send resume and list of references to:

Eric Gottschalk, General Manager, Lower Platte North NRD – [egottschalk@lpnrd.org](mailto:egottschalk@lpnrd.org)

Or mail to: Lower Platte North NRD

ATTN: Eric Gottschalk, General Manager

P.O. Box 126

Wahoo, NE 68066

Additional questions can be directed to 402-443-4675

*The Lower Platte North Natural Resources District is an equal opportunity employer.*