

**LONE STAR GROUNDWATER CONSERVATION DISTRICT**  
*JOB DESCRIPTION*

**POSITION:** *Education/Public Awareness Coordinator*

**IMMEDIATE SUPERVISOR:** *General Manager*

**OPENING DATE:** *Immediate*

**CLOSING DATE:** *April 15<sup>th</sup> or until filled*

**HOURS REQUIRED:** *Full Time – 40 hours*

**LOCATION:** *Conroe, TX (Montgomery County)*

**SALARY:** *Commensurate with experience and qualifications*

**JOB SUMMARY:**

Reports directly to the General Manager and administers the District's education, conservation, community outreach programs; educates school children and the general public regarding water conservation; manages conservation budget; and performs other related duties.

**DESCRIPTION:**

- Design, develop, coordinate, and administer public awareness and school education programs pertaining to water conservation
- Oversee District participation in the Water IQ public awareness program
- Prepare and disseminate education brochures, flyers, news articles, and advertisements regarding the aquifer, conservation, the District, etc.
- Participate as needed in public interviews
- Administer, evaluate, and distribute water conservation curriculum materials to school teachers
- Coordinate book cover program
- Track District management plan for annual report compliance
- Prepare annual report
- Coordinate and/or develop regular press releases, public notices, written articles, and solicit attention from print, TV, and radio media for activities
- Present conservation and aquifer presentations for a wide variety of audiences including classrooms and homeowners associations
- Plan and enact recognition programs (i.e., Conservation Awards, Scholarship Program)
- Plan and organize booth events for the District (Fair/Rodeo, Earth Day, Water Camp, etc...)
- Manage, maintain, and enhance the District's website
- Attend related organization and partnership meetings
- Seek out and apply for grant funding to support education and conservation activities.
- Provide monthly updates to general manager
- Manage conservation budget
- Handle special projects as instructed by the general manager
- Handling of miscellaneous printing jobs

**MINIMUM QUALIFICATIONS**

- Bachelor degree required with emphasis in water resources or related field preferred.
- Above average computer skills with experience in word-processing, spreadsheets and graphics software (database and desktop publishing software experience a plus)
- Strong communications skills required, both written and verbal – especially comfort with public speaking and teaching/instruction
- Should possess above-average organizational skills
- Must possess a valid Texas driver's license

**PHYSICAL REQUIREMENTS**

The Education/Public Awareness Coordinator position must be able to work outside in all weather conditions and carry heavy equipment, furniture, exhibits, or supplies up to 50 lbs. Some evenings and weekends are required.

Send resume and salary history to General Manager, Lone Star GCD, P.O. Box 2467, Conroe, TX 77305-2467, or email to [kjones@lonestargcd.org](mailto:kjones@lonestargcd.org).