

**Will-South Cook Soil and Water Conservation District  
Equal Employment Opportunity**

**Education Coordinator/Technician**

As the Education Coordinator (EC) / Technician for the Will-So. Cook Soil and Water Conservation District (District), the person will spend time working in both an educational and technical role.

As the EC, they will be the primary person responsible for educational outreach and for development and delivery of District curriculum for both school-aged and adult education, workshops, and special events. They will serve as the public relations point of contact and ambassador while working with partner agencies and clients to promote agricultural conservation to underserved communities and individuals within the District's boundaries.

As the Technician, the person shall receive training from District and partner agencies to perform field inventories, surveys and designs with assistance for soil conservation practices such as grassed waterways, terraces, vegetative filter strips, wildlife habitat, etc.

**Responsibilities (in order of importance):**

- Develop, organize and deliver educational workshops, seminars, presentations, displays, tours and special events with staff and outside speakers/presenters to educate clients on relevant soil, water, plant and wildlife conservation issues such as pollinator importance, native plantings, cover crops, pond stocking, soil and water erosion issues, conservation practices, wildlife habitat, and nutrient management.
- Develop visual and hand-out materials.
- Develop a District newsletter and assist with upkeep and maintenance of District website and social media (will train).
- Work with/educate local agricultural producers to participation in state and federal cost- share programs.
- Promote and grow the District's Scholarship program.
- Work with schools in Will and South-Cook counties to deliver conservation curriculum.
- Educate local government on the District's role in resource management recommendations in both the agricultural and urban communities.
- Learn and assist staff and partner agency staff with engineering surveys and designs that will promote soil conservation on agricultural lands. Training provided by both the District and its partner agencies.
- Organize and promote the District's spring and fall tree and fish sales.
- Organize District archives and history.
- Assist staff with office duties and other duties as assigned.

**General Qualifications:**

We are looking for a self-motivated, team player with a fresh vision that can work together with District staff to implement new educational programs and workshops while enhancing existing programs. The following are expected of the applicant;

- Strong communication and writing skills
- Ability to work effectively with both external and internal customers
- Proficient in Power Point, Word and Excel
- The ability to work with all age groups with a pleasant and engaging demeanor as the face of the District's education and public relations program
- Knowledge of basic web design and maintenance a plus but not required - will train.

- Experience in teaching either in the formal classroom setting, corporate setting or in other settings such as outdoor education or naturalist a plus but not necessary. *Will consider all education and experience levels.*
- Ability to prioritize and manage several projects/events concurrently.
- Ability to develop visual and interactive displays, and to transport displays and supplies to District events via their own transportation.

**As a Technician, Qualifications Include;**

- Ability to walk uneven terrain such as farm fields, construction sites, meadows, wooded areas etc.
- Must possess good math skills
- Must be 18 years of age or older with a high school diploma or equivalent, and must have their own transportation with valid driver's license and proof of insurance. Mileage provided.

**\*Note:** An Associate's degree or higher with a concentration in either soils, agriculture, horticulture, environmental science or an education major with an emphasis on earth or natural sciences a plus.

Salary range is 43K-45K plus benefits including a generous vacation package and government holidays.

Please send resume to:

ATTN: Debbie Crawford  
Will South Cook SWCD  
1201 S. Gougar Rd  
New Lenox, IL 60451

Or email resume to:

[deb.crawford@will-scookswcd.org](mailto:deb.crawford@will-scookswcd.org)

Please include "EC/Technician Application" in the subject line.