



**CAPE ATLANTIC
CONSERVATION DISTRICT**

**6260 Old Harding Highway
Mays Landing, New Jersey 08330
Phone (609) 625-3144 Fax (609) 625-7360
www.capeatlantic.org**

JOB ANNOUNCEMENT

**Conservation Education / Outreach Coordinator
Cape Atlantic Conservation District**

Focus: Conservation Education, Public Outreach and Grant Writing

The Board of Supervisors of the Cape Atlantic Conservation District, CACD, seeks an organized, energetic individual who enjoys working in public conservation education and outreach. This full time position will provide communication/education coordination assistance to the CACD, a subdivision of State government, as directed by the Board of Supervisors.

Expectations from the CACD include educational outreach for K-12, community outreach concerning available conservation programs, and administering and assisting in obtaining appropriate District grants.

The position will receive supervision from the District Manager or the Manager's assignee.

Desired Knowledge, Skills, Abilities:

1. Training/experience in promoting environmental/conservation education.
2. Grant writing experience, ability to seek out appropriate grant opportunities.
3. Ability to communicate effectively with the general public.
4. Ability to work independently.
5. Good written and oral communication skills.
6. Computer skills are required with the knowledge and ability to effectively use Microsoft software (Word, Excel, PowerPoint, Outlook). Familiarity with Facebook and other social media platforms.
7. Ability to generate and communicate information in written and visual report form.
8. Ability to work with the public served by the District.
9. Willing to attend specialized educational training to effectively meet position assignments.
10. Ability to develop and maintain an effective working relationship with others.

Nature of Work/Description of Position:

1. Successful applicant must develop and implement conservation education programs in local school classrooms (K-12) in consultation with the District staff. Continue to foster working relationships with schools and program partners.
2. Promote youth conservation efforts, such as conservation camps, field trips, summer camps and scholarships.
3. Develop community education outreach programs of the District. Organize

meetings with civic and community groups to present information about CACD and partners' programs. Develop background information and visual aids and presentations for such meetings.

4. Assists District with grant writing, administration and implementation.
5. Actively promote conservation programs and efforts of the District through the use of social media.
6. Work cooperatively with other partnering agencies and the general public as a representative of the CACD.
7. Attend special meetings, annual banquet, events and field days. Attend District committee meetings, as requested.
8. Must be willing to carry out other relevant duties, as appropriately assigned by the District Manager.
9. Applicant may be required to travel to deliver outreach program. A valid New Jersey driver's license prior to employment is required.

Compensation Detail:

Enrollment into State Pension system

Enrollment into State Health benefits program

Paid vacation time, sick time and holidays

Wages: Based on ability and experience.

Please e-mail cover letter and resume to capeatlanticscd@capeatlantic.org.

Deadline 12/31/2022