

# Environmental Education Specialist

<b>Job title</b>	<i>Environmental Education Specialist</i>
<b>Reports to</b>	<i>Waste Reduction &amp; Recycling Director</i>

## Job purpose

- The purpose of the Environmental Education Specialist is to develop and implement education and outreach activities related to waste reduction and recycling programs in Perry County. Prepare, distribute and/or present educational activities to schools, businesses, industries, or other youth/adult groups interested in litter prevention, recycling, composting, reuse, natural resources and waste reduction. Provide outreach assistance to school systems, local businesses, municipalities and organizations to implement recycling programs within Perry County.

## Duties and responsibilities

- Develop and conduct presentations for various audiences throughout Perry County.
- Organize and conduct special activities and events such as: Fairs, Festivals, School Health Walks, After School/ Environmental Clubs, awareness displays, adult/youth workshops, Earth Day Celebrations in partnership with District Library and community partners, Battery Recycling Collections
- Conduct waste audits to businesses, schools, offices and industries throughout Perry County.
- Organize Adopt-A-Road/ Adopt-A-Spot cleanup groups and other Litter Collection Events.
- Organize and implement contests and contest judging, i.e. Defining REUSE Oral History Scholarship, Green School Challenge/Waste Reduction Challenge, Billboard Contest
- Publish Business & Industry program newsletters; also partner with PSWCD to publish Educator Newsletter (both currently entitled “The Greener Side-Providing a Green Perspective...”)
- Organize and Update Local Recycling Listing and other brochures.
- Update program website, create social media content, and make daily social media posts.
- Work with schools on special events such as environmental days, special subject related and classroom projects, i.e. Compost Experiment, Recycled paper programs, Trash Suitcase, Recycle Relay, etc.
- Conduct adult education and awareness presentations.
- Promote program activities and events.
- Keep statistics to complete necessary reporting requirements.
- Work with schools, youth groups and community organizations to promote program participation and increase recycling.
- Assist citizens with solid waste, recycling and litter prevention concerns.
- Attend training for program/professional development.
- Submit news releases and articles.
- Appear on radio and television programs promoting special events and program activities.
- Assist the Director in accomplishing program goals and objectives.
- Conduct Daily, Weekly, Monthly, Quarterly, and yearly reporting.
- Assist Schools with Curriculum Development.

## Qualifications

Qualifications include:

- Must have a Bachelor's Degree in Education, Environmental or related field.
- Must have experience in the use of Microsoft Word, Excel, Outlook, Publisher, PowerPoint, and all social media platforms.
- Must possess excellent verbal and written skills, and ability to do group presentations.
- Ability to work well with others; interact with teachers, community members, governmental agencies, grant applicants, supervisors, other staff, and board members.
- Must be able to organize and conduct a variety of duties such as community events and youth / adult presentations.
- Ability to work effectively to meet deadlines.
- Must have a dependable vehicle, valid driver's license and good driving record.
- Requires successful completion of a background check and pre-employment drug screen.
- Office environment with low exposure to heat, cold, noise and dust.
- Some activities will take place outdoors with exposure to sun, rain, snow, etc..
- Must be able to work flexible hours to accommodate program activities and events.
- Full Time - 40 hour week position. Some nights and weekends required.
- Frequent travel within Perry County and occasional trainings throughout Ohio.

## Working conditions

- Office environment with low exposure to heat, cold, noise and dust.
- Some activities will take place outdoors with exposure to sun, rain, snow, etc..
- Must be able to work flexible hours to accommodate program activities and events.
- Full Time - 40 hour week position.
- Frequent travel within Fairfield County and occasional trainings throughout Ohio.

## Physical requirements

- Must be able to lift up to 50 pounds.
- Must be able to use stairs.

## Direct reports

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	