



Job Title
Natural Resource Education Coordinator

This is a full time unclassified position (non-Merit position). This position is located in the Department of Natural Resources' Director's Office, at the Lewis and Clark State Office Building in Jefferson City, MO.

The Missouri Department of Natural Resources is the state agency responsible for protecting our air, land and water; preserving our unique natural and historic places; and providing recreational and learning opportunities for everyone. An important part of that responsibility is educating Missourians about these resources. The department's education strategy provides information and tools to teachers, youth leaders and students statewide, promoting the department's mission, stewardship of Missouri's natural resources and encouraging a healthy and enjoyable outdoor lifestyle.

Salary Range
\$35,000 - \$50,000 dependent upon experience

Job Description

The Natural Resource Education Coordinator will work closely with the Chief of Outreach and Education to implement the education strategy. This position will play a major role in implementing the goals of the new education and interpretation effort which include: prioritize, develop and implement education resources for schools, teachers and youth leaders; increase capacity within the agency for the department's education program coordination and delivery; partner with organizations and agencies that will enhance the department's education goals.

Duties and Responsibilities

- Provide the overall coordination and implementation of education efforts within the agency.
- Develop and maintain department education resources, including a new interactive education website, develop appropriate materials, lessons, and activities, etc. that will enhance the department's mission, assist in meeting the department's education and interpretation goals, help develop a stewardship ethic of our natural and historic resources and encourage a healthy and enjoyable outdoor lifestyle. Examples may include making resources available in a format useful to teachers, youth educators and students, including website maintenance and enhancement, development of new lessons, correlate materials to appropriate standards and publicize the availability of resources through various channels including participation in education conferences.
- Maximize the skills and effectiveness of department employees and existing education and outreach efforts throughout the agency. Includes encouraging partnerships and collaboration within the agency. May include developing and providing training and resources for staff to effectively engage with teachers, students and interested public.
- Represent and develop partnerships with organizations that enhance and advance agency education opportunities.
- Work with supervisor to continue to build and enhance the agency's education strategy.



- Coordinate responses to inquiries from educators and the public requesting educational programs and/or resources from the department.
- Market the education and interpretation program.
- Direct and supervise interns and at times direct staff that the position does not directly supervise.
- Other duties as assigned.

Education and Experience

- BA or BS in science education, natural resource field, or other related field.
- Master's degree desirable but not required.
- Experience in science education, interpretation or environmental education.
- Knowledge of Missouri's education standards and Next Generation Science standards helpful.
- Working knowledge of the Department of Natural Resources is helpful.

Skills and Abilities

- Strong written and oral communication skills.
- Ability to take complicated, technical information and translate into audience appropriate materials.
- Excellent planning and organization skills required.
- Excellent interpersonal skills needed.
- Ability to articulate ideas and plans to a wide variety of audiences and then implement those ideas.
- Microsoft windows operating system and Microsoft Office programs needed

Interested candidates should send their resume, MoDNR Application, copy of most recent transcripts and letter of interest to the following address:

Department of Natural Resources
Attn: Jennifer Alexander
Office of the Director
P.O. Box 176
Jefferson City, MO 65102

The MoDNR Application can be found online at <http://dnr.mo.gov/hr/dnrjobinfo.htm>

The Department of Natural Resources is an Equal Opportunity Employer.
Position closes Feb. 4, 2016.