

Equine Land Conservation Resource Position Description

Education Coordinator

Position: Education Coordinator (Full-time position based in Lexington KY office)

Function: Reporting to the CEO, the Education Coordinator (EC) will develop a comprehensive educational program for a nationwide audience to support local efforts in equine land conservation.

Education program topics include:

- Farmland protection
- Land use planning & zoning
- Trails
- Equine economic development
- Land stewardship best management practices
- Liability

This is a grant funded position with funding identified for a two-year period.

Duties and Responsibilities:

The Education Coordinator will:

- A. Develop a volunteer training curriculum and supporting materials including articles, guides/manuals, presentations, and videos
- B. Develop and administer budget
- C. Conduct outreach to diverse communities such as equestrian, conservation and agency personnel and volunteers
- D. Assist with hiring contractors
- E. Manage contractors to assist in completion of the curriculum and materials
- F. Work with the CEO, ELCR Outreach Coordinator and ELCR's Conservation Partners.
- G. Assist with marketing and promotion of educational materials, presentations and programs
- H. Utilize current media and communications presentation methods (electronic, print and in-person)
- I. Assist with production of national equine land conservation conference and or/regional meetings
- J. Provide and update content for website and Facebook page
- K. Maintain existing database & files of land conservation studies and papers relevant to equine land conservation issues
- L. Evaluate success of the program and materials on a regular basis
- M. Perform basic administrative and other duties as assigned

Skills & Education:

The ideal candidate will:

- Have a Bachelor's degree in natural resources, agriculture, or education and minimum of three years of related experience required (combination of education and experience will be considered)
- Possess an understanding of natural resource conservation issues, tools, and solutions

- Have some experience with horses and be committed to ELCR's mission
- Experience in developing and delivering curriculums/courses, effective workshops & presentations
- Demonstrate excellent interpersonal, written and verbal communication skills
- Be goal oriented, highly organized, and possess the ability to multi-task
- Show creativity, flexibility and the ability to work in a fast-paced, entrepreneurial environment
- The candidate must have the ability to work as an integral member of a team, but also to work independently
- Successful candidates will be proficient in using standard office software programs (such as MS Office including Word, Publisher, Excel, PowerPoint, & Moviemaker) and with the use of new media outlets (webinars, YouTube, Facebook, etc.)
- Some travel, evening & weekend work may be required

Compensation:

Salary plus benefits including health insurance and paid time off.

APPLICATION PROCEDURE:

Send cover letter, resume and contact information for three professional references to info@elcr.org Re: Education Coordinator.

Application review will begin on April 15, 2011. Submit completed applications to: ***info@elcr.org***

***Equine Land Conservation Resource
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www.ELCR.org***