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**San Antonio River Authority**

**Job Description**

**Education Coordinator I**

**DEPARTMENT:** IGCR **LABOR GRADE:** 117

**EXEMPT(Y/N):** Yes **POSITION CODE:** 100121000

**REPORTS TO:** Education Specialist

**MEETING PERFORMANCE EXPECTATIONS**

*To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUMMARY:**

**Responsible for developing and assisting with effective water and environmental science educational programs targeted to K-12 students and general purpose community education designed to advance the mission and goals of the San Antonio River Authority to students and citizens throughout the River Authority district.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

* With general direction assists in the development, availability, and presentation of educational materials including formal and in-formal information that supports the River Authority’s mission, promotes understanding of the dynamics of the San Antonio River Basin, and meets the needs of the elementary, secondary, home-school, and/or collegiate communities.
* Coordinates, organizes, and safely conducts educational presentations in outdoor settings including green spaces and nature parks.
* With general direction conducts periodic surveys of basin educators to keep abreast of the needs, trends, and dynamics related to the San Antonio River Basin.
* Networks with peers, governmental agencies, professional departments, and educators to identify and pursue partnership opportunities for developing, offering, and hosting educational programs at the River Authority or other venues.
* Identifies emerging educational issues and recommends appropriate actions to provide the best solution.
* Coordinates activities and engages with River Authority volunteers.
* Participates in activities to promote the River Authority and provides technical assistance in conducting conferences, seminars, and workshops.
* With general direction supports the planning, project development, project operation elements, and strategic initiatives related to the River Authority’s mission.
* Delivers presentations, writes articles, and presents information for the River Authority at community events, public meetings, conventions or other public relation activities.
* Researches and identifies applications for and administration of grants to support the River Authority’s mission-related educational programs and materials.
* All other duties as assigned.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

**QUALIFICATION REQUIREMENTS**:

*The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.*

**SUPERVISORY REQUIREMENT:**

This position does not directly supervise any employees.

**EDUCATION and/or EXPERIENCE:**

An Undergraduate Degree from an accredited college or university with emphasis in Education, Environmental Science, Biology, Ecology, or relevant discipline and two (2) years of progressively responsible experience in developing curriculums and/or educational program development; or a combination of experience and education that results in the required knowledge, skills, and abilities is required.

**SPECIAL QUALIFICATIONS:**

Knowledge of state education standards including the Texas Essential Knowledge and Skills (TEKS); ability to exercise initiative, judgment, tact, and diplomacy in a variety of public contact situations; ability to learn and adapt quickly to changing conditions, added responsibility, new information or resource allocation; and proficiency in the current Microsoft Office package is required.

Must have and maintain a valid driver’s license and an insurable driving record.

**LANGUAGE AND REASONING SKILLS:**

Ability to provide excellent customer service; ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies, and procedures is essential. Strong interpersonal skills are essential to maintain effective working relationships with elected officials, agency representatives, civic groups, employees, and members of the general public. Must have experience in successfully directing, coordinating, and supervising the accomplishment of tasks by others. Must have excellent technical writing and report preparation skills. The ability to work effectively and efficiently, under sometimes stressful conditions, to ensure deadlines are met is essential.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Work is largely sedentary; must be able to sit and stand for extended periods of time and intermittently walk, climb, balance, bend, crouch, and reach while performing office duties. Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 20 pounds. Occasionally lifts and carries up to 30 pounds approximately 15 feet. Work requires the ability to traverse uneven terrain.

**WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally works outdoors, sometimes in adverse weather, and is exposed to such typical hazards of outdoor work as poison ivy, wasps, snakes, and other natural, mechanical, and chemical hazards. Work requires the ability to traverse uneven terrain, and intermittently walk, stand, climb, balance, bend, crouch and reach while performing work duties.

The stress level for this position is low and the workload may require this position to work non-traditional hours including nights and weekends; able to travel occasionally within and outside of the district. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and San Antonio River Authority Core Values of Stewardship, Integrity, and Excellence.