**Beaufort Conservation District Job openings**

The Beaufort Conservation District is searching for some special people to fill its three critical positions!

All positions offer flexibility to meet personal schedules thru job sharing and team work!

Please review the attached job descriptions to see if our job fits your needs!

Call our office 9-2 M-F to speak with Shelby Berry our District Manager with questions. (843)255-7306 Submit your resume via email to: [bswcd@islc.net](mailto:bswcd@islc.net)

**District Manager Job Description**

Hours: Part time 25 -30 hours per week, established office hours, 9am-2pm M-F & 1st Sat. of the month

Salary: $13.50/hr. starting. Increase dependent on Commissioners. Benefits: Enrollment in South Carolina Retirement System, matching Social Security & Medicare payments.

Skills:

* Basic writing and communications skills, ability to greet & interact with park visitors
* Computer experience with email and basic knowledge of Word, Excel, Publisher & Power Point.
* Knowledge of maintaining basic bookkeeping and payroll taxes.
* Natural Resources, Biology, Education, or Agriculture background.
* 2 year Technical or 4 year College degree desired in one of the above fields.

Duties: Support Commissioners, Education Staff, District Activities, NRCS District Conservationist, SC DNR , Beaufort County Partners and public.

1. Communications:

* Conduct email and/or written correspondence
* Answer phone and direct calls to correct agencies
* Maintain Website and Facebook page
* Construct & distribute Annual Report

1. Support Commissioners & Staff:

* Assist with Commissioner Elections, Appointments & Ethics Reporting
* Plan and Organize board meetings, take minutes and compile monthly financial & other reports needed, maintain board meeting records
* Provide bookkeeping, write checks & make deposits, oversee payroll including paying taxes and SCRS payments, quarterly and annual reports, calculate W-2s, and produce an annual budget.
* Support Education Staff with programming, help conduct education & staff meetings, Eco Camp support, invoicing programs, and filing.
* Support County by staffing office during hours 9am to 2pm M-F & 1st Saturday of the Month, greeting visitors, and assisting with visitors using the board room.

**Education Coordinator Job Description**

Hours: Part time when needed (Range: 5 to 40 hrs. per week depending on demand.)

Salary: $13.50/hr. Benefits: Enrollment in South Carolina Retirement System, matching Social Security & Medicare payments.

Skills:

* Experience with children’s education, preferably in environmental science education and or naturalist programs
* Natural Resources, Biology, Education, or Agriculture background
* 2 year Technical or 4 year College degree desired in one of the above fields.
* Basic computer skills, email proficient, knowledge of Word, Publisher, & Power Point

Duties:

* Oversee the education staff, education programing and delegate programs to distribute work fairly.
* Learn a variety of established environmental science & naturalist programs & present them to children & adults in Beaufort County.
* Plan and organize programs in schools and organizations in Beaufort County
* Schedule program requests in a timely manner and assist teachers finding programs that suit their needs and standards.
* Plan the annual Eco Camp and other summer programs.
* Plan Earth Day Event and other festivals with District Manager & Education Staff. Make or update displays for events and present events.
* Coordinate with District Manager and work during office hours at least once a week and assist handling office duties. (Also substituting when DM is out of the office.)
* Write a monthly education report and coordinate information with District Manager; give report at monthly Commissioners Board Meeting.
* Attend training for Conservation Districts and Environmental Education Training. Implement training into new and improved programs.
* Attend partner meetings when needed. (Water Quality Coalition, Human Services Alliance, and other Beaufort County Partner meetings.)

**Education Specialist Job Description**

Hours: Part time when needed (Range: 5 to 40 hrs. per week depending on demand.)

Salary: $13.50/hr. Benefits: Enrollment in South Carolina Retirement System, matching Social Security & Medicare payments.

Skills:

* Experience with children’s education, preferably in environmental science education and or naturalist programs
* Natural Resources, Biology, Education, or Agriculture background
* 2 year Technical or 4 year College degree desired in one of the above fields.
* Basic computer skills, email proficient, knowledge of Word & Power Point

Duties:

* Learn a variety of established environmental science & naturalist programs & present them to children & adults in Beaufort County.
* Work with the Education Coordinator to schedule education programs.
* Present display programs to a variety of festivals throughout the year to provide outreach. Assist the Education Coordinator in planning these events.
* Be available to work in the office occasionally.
* Occasionally attend trainings for Conservation Districts and education training. Collaborate with Education Coordinator to implement newly learned materials into programs.