

Noble Soil & Water Conservation District

Natural Resources Education Specialist/Office Assistant

Description of Position:

The Natural Resources Education Specialist/Office Assistant is an employee of the Noble Soil & Water Conservation District. The position is under the direct supervision of the District Administrator and the Board of Supervisors. The position is responsible for providing youth and adult education programs in natural resources, technical assistance in agriculture, forestry, and wildlife to private landowners, and local units of government throughout Noble County.

Minimum Qualifications

- Applicants should have a high school diploma and at least two years of relevant experience in the field. A preference will be given to candidates with an associate degree or higher in education, particularly with coursework in technical fields, education, communications, or areas related to agriculture, environmental science, natural resources, or conservation education. Alternatively, equivalent education and experience in conservation outreach will also be considered.
- Must have a valid driver's license
- Individual must be energetic, well organized, reliable and self-motivated.
- Experience in managing public relations and in organizing and leading public meetings.
- Excellent communication skills, both written and orally, with individuals, landowners, staff, agency personnel, and government officials.
- Effectively coordinate a complex multi-organizational project using team-building skills and multi-tasking.
- Must be able to type proficiently and be familiar with popular computer software (including, but not limited to Microsoft Word, Excel, Power Point, Word Press Web Hosting Site, Facebook, Skype, Zoom, Microsoft Teams, and Publisher) and willingness to learn new applications.
- Operate basic office equipment such as printer, copier, telephone.
- Pass background check and random drug and alcohol testing.
- Receive and implement instructions from the District Program Administrator and Board of Supervisors.
- Must be physically capable of lifting 50 pounds and handling necessary equipment, performing physical fieldwork that will require traversing steep, uneven terrain, cross fences, and occasionally working during severe inclement weather conditions.
- Ability to interpret plat maps, aerial photography, and topo maps on ArcGIS for customers that come into the office requesting these items.

Salary/Insurance/Work Hours

- Starting salary range from \$31,200 to \$35,360 contingent based on experience and education.
- Employee will be under the Ohio Public Employee Retirement System and will be eligible for vacation, sick leave, comp time, eye and dental insurance, life insurance, and the County health insurance benefits. The Noble SWCD will cover 80% of your health insurance benefits.

Or

A yearly stipend for Health Insurance

- Medicare, Workers Compensation, Unemployment Compensation
- Twelve (12) Paid Holidays per calendar year.
- Vacation Leave of 2 weeks for first 8 years beginning after 1 year of service, 3 weeks through 15 years, 4 weeks through 25 years, and 5 weeks beyond 25 years.
- Sick Leave accumulates at 4.6 hours for each 80 hours of service.
- Compensatory Time (1.5 times) for hours worked beyond 40 in a week. Also have the option to flex work hours instead of comp time. Comp time must be approved on a case-by-case basis by the Office Administrator.
- Normal work hours are Monday through Friday 8:00 am until 4:30 pm.
- Will occasionally work nights and weekends.

Duties and Responsibilities

- Plan and conduct youth and adult education programs pertaining to our soil and water resources.
- Maintaining a well-established public outreach and marketing program.
- Responsible for assisting in planning tours, field days, technical workshops, and public viewing of demonstrations for youth and adults.
- Make classroom presentations about conserving soil and water resources etc. to students K-12.
- Work with both Caldwell and Shenandoah FFA chapters to help them prepare for competitions such as Envirothon, Soils, and Forestry judging etc.
- Organize and coordinate 2 Day Ag School Days 2nd week of May, and 2 Day Environmental Day Camp 3rd week in July every year.
- Update the Noble SWCD Facebook page and website on regular basis.
- Prepare educational and promotional displays and presentations at Noble County Fair, during Soil Stewardship Week, Local Farmers Market, 4-H groups, Sr. Citizens, and other civic groups.

- Prepares district educational publications and promotions such as newsletters, annual reports, displays, news articles, radio and tv.
- Work with both school districts on promoting and recruiting students to apply for all scholarships that Noble SWCD offers.
- Required to attend evening and weekend meetings on occasion within and outside the county with occasional overnight stays.
- Organize and coordinate the annual district tree sale and wildlife food plot seed sale by placing, taking orders, packaging, and distributing to customers.
- Demonstrate regular and predictable attendance at work.
- Work with OSU Extension Educators, neighboring county soil and water conservation districts staff on planning events and organizing and helping with field days and special programs.
- Plan and prepare for Noble SWCD Annual Meeting and Banquet every October.

Office Responsibilities

- Serve as receptionist to the district by answering phones, taking messages, and greeting people in a courteous and helpful manner.
- Send out bills and monthly invoices, receipt all income, calculate Ohio sales tax, and make bank deposits.
- Attend monthly board meetings and take minutes and prepare them for Office Administrator.
- Assist in developing and maintaining good working relationships within the office and with other partners at the local, state, and federal government levels.
- Perform all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward co-workers, office visitors, and all others.
- Completes daily data entry and timesheets into Beehive.
- Assist the District Conservationist and Office Administrator in conducting group meetings with producers and the general public.
- Document and record field visits and office visits from customers/land users in writing on Conservation 6 Notes.
- Perform other related duties as needed and requested by the District Administrator.

Training/Supervision

- Specific technical guides, manuals, and handbooks are available for use. An appropriate training schedule will be developed on an annual basis by the employee and the District Administrator. The training will include **on-the-job**, modules, one-on-one, classroom methods and outside sources and may be provided through the Noble SWCD, ODNR-Division of Forestry, OSU Extension, ODNR- Division of Wildlife, ODA-Division of Soil and Water Conservation, USDA- Natural Resource Conservation Service, or outside sources.

- The Natural Resource Education Specialist/Office Assistant will receive direction and supervision from the Noble SWCD Board of Supervisors, provided through regular and special meetings by oral and written instructions. The Natural Resource Education Specialist/Office Assistant work shall be reviewed through meetings, monthly reports, and observations to determine the quality and effectiveness of their work. The Office Administrator and Board of Supervisors will conduct a six-month evaluation and then an annual evaluation every year after the first year. The Natural Resource Education Specialist/Office Assistant will be under the daily supervision of the Office Administrator but is responsible for creating his/her own schedule on a regular basis.

Application Process/ Deadline

Anyone interested in the position must submit an application, cover letter, and resume with at least three references, to:

Noble County Soil and Water Conservation District
46049 Marietta Road Suite #5
Caldwell, OH 43724

Or

Dave Schott- Office Administrator
dave@nobleswcd.org
740-732-4318 M-F 8:00 am until 4:30 pm

All applications must be received by Friday June 12, 2026 at 4:30 pm.

Employment Agreement

All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Noble Soil and Water Conservation District.

This position description in no matter states or implies that these are the only duties and responsibilities to be performed by the position incumbent, who will be required to follow other instructions and perform duties required by the position's supervisor or designee.

Adopted:

I understand and will perform to the best of my ability the job duties and requirements specified in this position description.

Board Chairperson

Date

Employee

Date

Noble SWCD is an equal opportunity provider, and employer.

Adopted by the Noble Soil and Water Conservation District Board of Supervisors as recorded in the official minutes of the May 14, 2025 Board Meeting.