

The Redington NRCDC currently has an opening for the following position:

Redington Conservation Education Center Director/Clerk

The Redington Natural Resource Conservation District is currently seeking applications for the part-time position of Redington Conservation Education Center Director and District Clerk. We are looking for an individual who is well organized, with good communication skills, can work under deadlines, and has good computer and people skills, knowledge of word processing, spreadsheets, and Web skills. The Education Center Director is responsible for developing educational programs and workshops for the District's Conservation Education Center, the creation of a quarterly newsletter, submitting reports, and updating the District Website. The clerk position for the District involves creating financial statements, and keeping books for the District and providing support for meetings and District business. Individuals will be required to attend NRCDC board meetings which at present, occur bi-monthly on a weekday. Attending meetings at other times may also be necessary. Some travel is required for both positions. This position is offered as a consultant position only, not payroll. The position will begin **June 1st, 2010**. The position is for approximately **35 hours per month** and rate of pay is **\$17.00/hr**. If you are interested in applying for this position, please submit your resume and a cover letter **by May 8, 2010**. Submission can be made by mail: Redington NRCDC, PO Box 232, Pomerene, AZ 85627, or by email: redingtonnrcd@gmail.com

The Redington NRCDC is an equal opportunity employer which follows the principle of equal opportunity in regards to its hiring and promotion procedures. We do not allow discrimination based upon items such as race, gender, or disability, giving all an equal opportunity.

Job description:

Ed Center director coordinates with the NRCDC Board and Ed Center Board. The following are requirements of the position:

- Newsletter Responsibilities:
 - Request newsletter articles
 - Write Education Center updates for newsletter
 - Put quarterly newsletter together and print copies as necessary
 - Solicit advertisers for newsletter and update status
 - Email cooperators about posting of newsletter online
 - Post quarterly newsletter on Website

- Filing and Reporting Responsibilities:
 - Complete Education Center plan of action in consultation with Board
 - Complete Education Center budget in consultation with Board
 - Complete Education Center end of year Financial report
 - File necessary documentation from Ed Center with State Land Department
 - Submit quarterly reports on Ed Center activities to State Land Department
 - Submit Application for Funds to AZ State Land Department annually
 - Attend bimonthly NRCDC meetings/ report on Education Center activities to the Board
 - Ensure Federal tax documents for Education Center are filed annually
 - Ensure Ed Center Annual Report is filed with AZ Corporation Commission annually

- Conservation Education Center Activities:

Planning workshops on natural resource conservation in consultation with Board
Gather education resources that may be beneficial to the community
Purchase office supplies, software and hardware for Education Center (as needed)
Update NRCD display board for public events
Attend public events such as Cascabel Christmas Fair to promote Education Center and distribute Education Center materials
Attend Ed Center workshops at AZNRCD conferences
Write/research possible grants for Ed Center workshops

Redington NRCD Clerk Position/Requirements:

- Bi-monthly Board of Supervisor meetings:
 - Post agendas by email (as required)
 - Provide Supervisors with needed meeting material/copies
 - Prepare and provide district accounts/financial summary
 - Book Community Center for meetings

- Annual Reporting:
 - Production of NRCD annual report with input from Board
 - Production of NRCD annual financial report
 - Arrange for printing of annual report and financial report
 - Assist in planning and organizing annual meeting
 - Submit Application for Funds for NRCD to AZ State Land Department annually
 - Complete NRCD plan of action in consultation with Board
 - Complete NRCD budget in consultation with Board
 - File necessary NRCD annual documentation with State Land Department

- Other Duties:
 - Able to communicate/create correspondence for approval by the Board
 - Maintain and update cooperator email list for NRCD notices
 - Maintain and update cooperator mailing list
 - Update District website with current events, notices
 - Assist with District elections (as needed-every two years)

The position as Redington CEC Director and District Clerk requires the following skills:

- good organizational skills
- good communication skills
- requires availability for some overnight travel
- ability to work with individuals
- ability to work under deadlines
- good computer and keyboarding skills
- ability to problem solve and work independently as needed
- Need to have skills in the use of email, Internet web browsing, word processing, spreadsheets. Also need to know or ability to learn how to use Adobe Indesign and FTP software. Some skills in Web page creation would be very helpful.