



Employer's Job Description

(Revised 2023)

Name: _____ **Department:** Conservation Department
Position: Community Relations Coordinator **Pay Grade:** Laborer
Status: Permanent Part-Time / Non-Exempt **Reports To:** Conservation Director

Primary Purpose of Position

The primary purpose of this position is responsible for performing simple and complex tasks to provide marketing services of the County Conservation Board, including: promotional and communications support for Plymouth County Conservation. Responsibilities also include a role in department's rental & reservation process for facilities as well as general office duties.

Work Schedule: Regular hours can be negotiated, but will not exceed 32 hours per week. Some weekend and holiday work will be required

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Conservation Director:

- Increases advancement and awareness of Plymouth County Conservation by supporting its mission, encouraging visitation, membership and positive visitor experiences
- Manages facility rentals & reservations
- Manages, provides updates and posts to the Conservation Board Facebook® page.
- Promotes, markets and explains all Conservation Board facilities and services.
- Develops and distributes media releases.
- Develops and distributes quarterly newsletter
- Maintains and updates the departmental website, working with the county IT department
- Collaborates with conservation staff to support all program promotion
- Initiate, train and supervise volunteers. Actively support a culture of volunteerism through recruitment, recognition and retention
- Assures that the Conservation office is clean and projects a welcoming environment.
- Assist with annual PCCB/PCCF fundraisers
- Performs other duties as assigned or as the situation dictates.
- Represent the Conservation Board at tourism meetings
- Assist with programs and general administrative support as needed
- Assist with new projects and performs other tasks as assigned by the Conservation Director

Required Skills & Knowledge at time of employment:

- Skilled in the use of Microsoft Word, Excel, Publisher, Outlook & Outlook Express, Canva and Google Apps
- Professional telephone manners;
- Solid understanding of the social media;
- High attention to detail and accuracy;
- Ability to multi task; Excellent customer service skills;
- Ability to think and respond quickly;
- Excellent communication skills and impeccable grammar usage
- Flexibility required as position requires working in different locations, working with the public as well as volunteers and variation in work environment
- Ability to understand and follow both oral and written instructions
- Ability to accurately prepare and maintain basic records and reports
- Ability to convey enthusiasm about the volunteer program
- Ability to establish and maintain effective working relationships with supervisor, fellow employees, various organizations and the general public
- Ability to perform job duties with thoroughness, accuracy and attention to detail
- Certified Interpretive Host as provided by the National Association of Interpretation
- CPR/AED training and basic first aid

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED; prior customer service preferred. Valid Iowa motor vehicle operator's license and provide proof of insurance

Physical and Mental Abilities Required to Perform Essential Job Functions:

Language Ability and Interpersonal Communication

Ability to following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information, and must be detail oriented and possess good communication skills, including effectively and professionally communicate orally and in writing

Establish effective working relationships with employees, board members, elected supervisors, and the public, ability to work effectively with people of all ages, and basic understanding and acceptance of the chain of command.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with the general public, and the ability to remain calm and professional in stressful situations.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with policies.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert light physical activity, climb stairs, crouch, stoop, and able to lift and carry materials.

Environmental & Working Conditions

Includes mostly office work. Hazards include Custodial chemicals, Office machine chemicals (toner etc.) Office supplies etc.

Compliance

Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives.

Plymouth County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledgment

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee Signature

Conservation Director

Date

Date