

Lost Pines Groundwater Conservation District  
908 NE Loop 230  
Post Office Box 1027  
Smithville, TX 78957  
Tax ID Number 74-2955722

512-360-5088  
FAX: 512-360-5448  
Email: [lpgcd@lostpineswater.org](mailto:lpgcd@lostpineswater.org)  
Web Site: [www.lostpineswater.org](http://www.lostpineswater.org)

James Totten, General Manager

# Lost Pines Groundwater Conservation District

Position: Education & Conservation Outreach Coordinator

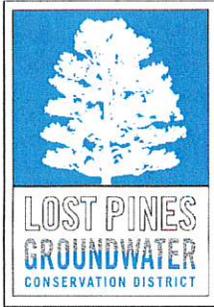
Job Summary: We are looking for a creative individual to administer the District's education, conservation, community outreach programs; increase engagement and educate school children and the general public regarding water conservation; designs and creates content for monthly magazine article, authors press releases, creates content for website and infographics. The individual in the position will take a self-motivated approach to carry out the mission and goals of the Lost Pines Groundwater Conservation District.

Essential Functions:

- Serve as Education Team Leader;
- Design, coordinate, administer, guide, and track education and outreach activities;
- Supervise and mentor contractors, interns, and staff involved in education and outreach;
- Communicate scientific, technical and regulatory information to well owners, home owners, scientists, school students and the general public;
- Give aquifer and conservation presentations for a wide variety of audiences including service groups, school classrooms, Master Gardeners, etc.;
- Coordinate and/or develop regular press releases, public notices, written articles and solicit attention from print, TV, and radio media for activities;
- Create, manage, maintain, and enhance the website and social media content in conjunction with other staff;

Board of Directors

Elvis Hernandez President, Kay Rogers Vice-President, Michael Simmang Secretary-Treasurer  
Thomas Arsuffi, Melissa Cole, Herbert Cook, Phil Cook, Larry Schatte, Billy Sherrill, Sheril Smith



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- Design various print publications and digital graphics to promote LPGCD, its programs and conservation efforts.
- Coordinate mass communication through email in such a way that email blasts may be refined to target diverse audiences (Press, Teachers, Permittees, general public);
- Help Inform the public of all upcoming events and meetings through email, web and social media
- Plan and enact conservation programs, teacher trainings, recognition programs, and booth events for the District;
- Collaborate with area educators and public information officers to augment messaging and support efforts that are in line with the District's mission;
- Manage and implement special projects as instructed by the general manager;
- Produce and give monthly reports to District Board of Directors on education activities;

#### Required Education:

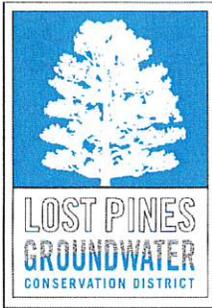
- M.S. degree desired, or equivalent job related experience with emphasis in communication, leadership, education, journalism, and/or related field; Emphasis in water resources or related field preferred.

#### Required Knowledge, Skills, and Abilities:

- Strong computer skills including word-processing, presentation, graphic design, and layout applications;
- Excellent oral and written communication skills, organization skills, research skills, and public speaking skills;

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- Proficiency with web content management systems, Microsoft products, and databases and a variety of software programs such as desktop publishing; graphics programs and social media applications
- Project management and ability to meet multiple deadlines
- Works well with others in all settings and situations;
- Have and maintain a valid Texas driver's license and ability to operate a motor vehicle;
- Ability to travel as required;
- Ability to work outside in all weather conditions;
- Ability to carry equipment or supplies in up to 50 lbs;
- Ability to occasionally work evenings or weekends when required.

#### Preferred Knowledge, Skills, and Abilities:

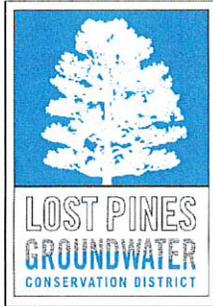
- Knowledge of local geology, environmental concerns, public policy, and local ordinances and policies;

Salary: Commensurate with experience

- Applications: Please submit cover letter, list of references and resume/vitae via email to [lpgcd@lostpineswater.org](mailto:lpgcd@lostpineswater.org); US Mail to: ATTN: General Manager, PO Box 1027. Smithville, TX 78957
- Deadline: Applications will be accepted June 30<sup>th</sup> or until a qualified applicant is selected.

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