



**Lost Pines Groundwater Conservation District**  
317 E Hempstead St.  
Giddings, TX 78942

**Tax ID Number 74-2955722**

**Phone: 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:**

The Lost Pines Groundwater Conservation District was created by the state legislature to manage the groundwater resources of Lee and Bastrop Counties. As part of its mission we are looking for a creative individual to develop and administer the District's education, conservation, and community outreach programs. With the goal to increase engagement and educate school children and the general public regarding water conservation; design and create content for monthly magazine article, author press releases, create content for the District 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. Selected Applicants will be contacted to schedule interviews with the District education and outreach committee.

Salary: \$52,000 per year plus health insurance and a retirement plan (Starting salary may increase based on experience).

Expected Start Date: 06/1/24

Application Deadline: 04/30/24

**Essential Functions:**

- Serve as Education Team Leader;
  - Design, coordinate, administer, guide, and track educational activities;
  - Communicate scientific, technical and regulatory information to well owners, home owners, scientists, school students and the general public;
  - 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;
- Serve as Outreach Coordinator
  - Prepare and present programs on aquifers and water conservation to a wide variety of audiences including service groups, school classrooms, Master Gardeners, etc.;
  - Compose press releases, public notices, written articles to solicit attention from print, TV, and radio media for activities;
  - Manage, maintain, and enhance the website and social media content in conjunction with other staff;
  - Design various print publications and digital graphics to promote LPGCD, its programs and conservation efforts.

**Board of Directors**

**Elvis Hernandez President, Kathryn Rogers Vice-President, Michael Simmang Secretary-Treasurer  
Thomas Arsuffi, Melissa Cole, Herbert Cook, Nancci Phillips-Burgess, Debra Phillips, Sheril Smith, Nick Textor**



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**James Totten, General Manager**

- Coordinate mass communication through email in such a way that email blasts may be refined to target diverse audiences (Press, Teachers, Permittees, general public);
- Publicize all upcoming events and meetings through email, web and social media
- 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:**

B.S. degree in Education, Natural Resources or Communication.

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;
- 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; ability to work independently as needed;
- Obtain and maintain a valid Texas driver's license within six months of hire, carry appropriate auto insurance when driving personal vehicle, 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.
- Knowledge of local geology, environmental concerns, public policy, and local ordinances and policies is preferred.

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

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Applications will be evaluated as they are received and interviews will be scheduled with qualified candidates during the evaluation period.

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