



TENNESSEE FORESTRY ASSOCIATION
"The Voice of Forestry"

Tennessee Forestry Association Conservation Education Coordinator

Summary

The Tennessee Forestry Association is seeking an exceptional individual to organize and promote conservation education to Tennesseans. Specific responsibilities include statewide coordination of Project Learning Tree, facilitating Teacher Conservation Workshops, and partnering with various organizations and agencies to provide conservation training opportunities to Tennesseans of any age. The individual will also work closely with Tennessee's Sustainable Forestry Initiative Committee to provide information and education on the importance of certified wood across the state.

Job Title

Conservation Education Coordinator

Job Type:

Part-time, independent contract position; up to 30 hours/week, variable

Proposed Minimum Salary

\$2,500 monthly; no benefits; travel reimbursements

Job Location

Nashville, TN

Work from home option available. Periodic check-in to TFA office required.

Job Description

Provide leadership in developing, implementing and supporting a comprehensive, statewide Forestry Conservation Education program.

Responsibilities:

- Provide training and resources to natural resource professionals, educators and staff.
- Speak at events with local, state, regional and national audiences.
- Develop and implement environmental educational programs.
- Organize and lead public events.
- Develop and maintain effective working partnerships.

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www.tnforestry.com



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- Develop and deliver educational curricula.
- Optimize marketing and media relations opportunities.
- Write, administer and implement grants.
- Working environment: Alternative workspace (home) option available; occasional travel with overnight stays may be required. Occasional weekend and after-hour duty. Field location program delivery and training.
- Other duties as assigned

Education and Experience:

Required Education: Bachelor's degree in Education with background in natural science or Bachelor's degree in Natural Resources with background in education; or closely related field.

Preferred Experience: Minimum 2 years developing and delivering natural/resource/conservation education programs.

Knowledge, Skills and Abilities:

Preferred Knowledge: Project management. Experience at environmental educational events. In depth knowledge of forestry, wood products, urban issues, wildfire, water and wildlife.

Required Ability: Multi-tasking and working cooperatively with others. Exceptional ability to interact with youth.

Required Skills: Critical thinking, self-directed, self-disciplined and detail oriented.

Registrations, Certifications, and Licenses:

Required: Valid Driver's license.

Preferred: Project Learning Tree facilitator certification.

Applicant Instructions:

Send resume, references, a cover letter by Feb. 15, 2019 to:

Candace Dinwiddie, Email: cdinwiddie@tnforestry.com; Phone: 615-883-3832

Applicants are subject to a criminal history investigation, and employment is contingent upon verification of credentials and/or other information, including the completion of the criminal history check.