



Program Manager Job Announcement

Licking County Soil & Water is looking to build up our team!

This new position involves overseeing the coordination and management of district programs, providing leadership and support to team members, and ensuring effective implementation of key initiatives. This position requires strong leadership, organizational, and communication skills to effectively manage diverse programs, build partnerships, and support the district's mission.

Responsibilities include the following:

- **Strategic and Annual Planning:** Collaborate with the Executive Director on the Annual Plan of Work, strategic planning, program alignment, and team management.
- **Event Coordination:** River Round Up, Hartford Fair Natural Resource Area program, Annual meeting coordination. Manage and expand adult education through community events, workshops and the development of new training opportunities. Supervising logistics, planning, committee work, marketing efforts, post event debriefs.
- **Communications Management:** Oversee content creation, frequency, and analytics for communication outlets. Ensure timely and accurate messaging through newsletters, social media, and the website.
- **Agricultural Programs:** Support programs such as H2Ohio implementation, MWCD cost-share programs, and the Local Agricultural Easement Purchase Program (LAEPP) for farmland preservation.
- **Education Programs:** Support the Conservation Educator with program implementation, workshops, community activities, loaner kits, Envirothon, soil judging, and stream team initiatives.
- **Tree Sale Program:** Oversee program logistics, nursery orders, marketing, administrative tasks, order tracking, and distribution processes.
- **Volunteer Program Development:** Create volunteer opportunities, manage recruitment efforts, provide recognition, and track volunteer engagement.
- **Inventory and Fleet Maintenance:** Conduct the annual inventory, manage fleet maintenance, and maintain conservation products inventory year-round.

Qualifications:

- Graduate of an accredited college with a Bachelor Degree (preferably in Environmental, Business Administration, Marketing, or related field); or an equivalent combination of education and experience.
- Provide excellent customer service and promote agency mission.
- Excellent written communication skills, including a high proficiency in English grammar, composition, and verbal communication.
- Experience and ease with formal and informal public speaking.
- Organize and implement multiple, complex projects and events.

- Ability to work independently and as a member of a team.
- Proficient in Microsoft Office. Familiarity with Google Mail, Calendar and Drive.
- Ability to traverse uneven terrain in an outdoor environment and ability to carry and transport resource materials and equipment.

Salary and Benefits: Salary is commensurate with experience. Full-time benefits include enrollment in the Ohio Public Employee Retirement System, health insurance plan option and paid vacation, holidays and sick leave. We are an equal opportunity employer.

Application Procedure:

Submit cover letter, resume and three references:

Email (preferred) to HiringManager@LickingSWCD.com.

- Name file with first initial and last name and Program Manager. Send all documents in one pdf file.

Hard copy mailed to 771 East Main Street, Suite 100, Newark, OH 43055.