

**Beaver Water District
Job Description**

Job Title: Assistant Education Coordinator

Exempt: (Y/N): No
Date: October 2025

Department: Administration
Reports To: Education Coordinator

JOB SUMMARY

This position will assist the Education Coordinator and Public Affairs Director with all education and public outreach activities, events, and tasks under the direction of the Education Coordinator and in collaboration with the Public Affairs Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Provide support to accomplish tasks necessary to meet capacity needs of education, public outreach, events, and programming.
- Assist with District-wide on and off-site Beaver Water District (BWD) Water Education Center tours.
- Deliver water education and outreach to the general public with emphasis on underserved populations in an effort to support diversity and inclusion within surrounding communities.
- Coordinate with Education Coordinator to facilitate education and outreach with school districts, community, and the public.
- Support water education resources management and follow-up programs.
- Support current strategies to continue growth of education & outreach programs in schools, at the BWD Water Education Center, and with partner organizations.
- Assist with organizing inventory and maintenance of program materials.
- Assist with tracking, reporting, and surveying program participation in the database management system software.
- Expand outreach bandwidth with regional partners engaged in water education efforts.
- Support Beaver Water District staff in their complimentary education curricula, programs, and events.
- Facilitate H2Oasis water trailer at outreach events. This involves driving/parking a truck and pulling a trailer.
- Other Duties as Assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to implement each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION:

- Four (4) four-year university program in education, environmental science and/or a related field.

EXPERIENCE:

- Understanding of classroom education, communication, outreach, events, and public speaking as acquired by a minimum of 2-5 years of related experience or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Graphic design skills-preferred candidates are proficient in Adobe software and Canva.
- Must have experience in social media management.
- Group facilitation, analytical, and statistical skills are required.
- Must possess ability to effectively work with all ages in an educational setting or environment.
- Must have experience with community or event organizing.
- Must be proficient with general office equipment.
- Must be proficient in MS Word, MS PowerPoint, MS Excel

CERTIFICATES, LICENSES, AND REGISTRATIONS:

** In compliance with Federal, State, and local Laws*

- Valid Driver's License.
- Valid automobile insurance.
- State Criminal Background check.
- National Criminal Background check.
- Child Maltreatment Central registry check.
- Live Scans (electronic finger printing).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee regularly is required to stand or talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS:

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. The employee must be able to work in a constant state of alertness and concentrate for long periods of time.

SAFETY SENSITIVE:

This position is designated as a safety sensitive position because it requires working with highly sensitive and confidential Company and customer information. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse in attention could have a significant financial impact on the Company and its customers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works inside and outside the office, in extreme weather conditions, exposed to outdoor weather conditions and wet or humid conditions both weather and non-weather related. The employee works near moving mechanical parts is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is moderately quiet. Some time may be spent traveling between locations.