

Georgia Environmental Protection Division Watershed Outreach Program Assistant Position Atlanta, GA

The Watershed Protection Branch of the Georgia Environmental Protection Division (EPD) is seeking a program assistant to support its [Georgia Adopt-A-Stream](#), [Rivers Alive](#), and [Project WET](#) (Water Education Today) programs.

Summary

Provide water quality and environmental education support for outreach program needs. Support State Coordinators to achieve program goals, working with partners, volunteers, and program boards, and within EPD. Work with a diversity of individuals and groups throughout the state, including K-12 through senior citizens. Provide assistance with other tasks as needed, such as field work throughout the state.

The ideal candidate will have a basic understanding of watersheds and water quality issues. On the job training will be provided. This is an hourly position (29 hours per week) with no benefits, some travel required. Must be available in the office but remote work is an option. Pay is in the \$18-\$22/hr range, pending education and experience. The position is expected to last six to nine months.

Essential Duties and Responsibilities

- Teaching Opportunities — Assist with teaching workshops and lead environmental education activities at schools, civic groups, festivals, and conferences.
- Assist with Workshops/Conferences — Design, prepare, organize, load, and unload workshop materials and equipment; assist with display set-up and Q&A at program functions, promote program materials and resources at festivals and conferences.
- Database and Website Support — Assist with program database maintenance and assist with website development, social media program promotion.
- Writing and Design — Provide programmatic support, design flyers, brochures, and educational materials, edit manuals, and create presentations.
- Administrative Support — Assist with equipment maintenance and procurement, copying and binding documents, sending and receiving mass mail-outs, form letters, etc.

Skills, Abilities and Education Required

- Excellent writing, communication, and organizing skills
- Ability to interact with a diversity of people
- Computer skills like Word, Excel, Publisher, Access, ESRI ArcGIS, Drupal, Adobe
- Ability to work well in team environment and independently, long days in the field
- Ability to drive large vehicles, pull a trailer, and lift heavy equipment (50 lbs.)

Educational/Experience Required

- Undergraduate degree or higher in biology, geography, or environmental science.
- Knowledge of southeastern watersheds and conservation issues preferred.

Training and certification opportunities include Adopt-A-Stream Chemical, Bacterial, and Macroinvertebrate QA/QC and Trainer; Project WET Educator and Facilitator; and computer training in Microsoft Software, Adobe products and Drupal. Opportunities for career advancement exist within EPD and there are excellent environmental education and networking opportunities.

To apply, send a resume and cover letter to Harold Harbert at harold.harbert@dnr.ga.gov. Applications accepted until position is filled. Start date will be as soon as possible.