**Title:** Agent Associate

**Functional Title:** Watershed Restoration Educator

**Position Number:** 125378

**Category Status:** Faculty, Non-Tenured, Continuing Contract, Full-Time (40 hours per week)

**Unit:** AGNR-UME-- St. Mary’s and Calvert County

**Home Office Location:**  26737 Radio Station Way, Ste. E-2, Leonardtown, MD 20650-4829

**Position Summary/Purpose of Position:**

The University of Maryland Extension seeks a Watershed Restoration Educator to carry out an educational outreach program in Calvert and St. Mary’s counties educating on watershed sciences and stormwater management. The Educator will perform a variety of duties and deliver educational activities including field days, fairs, meetings, field tours, workshops and seminars to a variety of stakeholders. Major responsibilities are listed below with an emphasis on providing support and assistance in implementing practices to help Calvert and St. Mary’s Counties meet their MS4 permit requirements and Chesapeake Bay TMDL WIP goals. This Educator may function in a “lead” role with regard to ongoing work, special projects and/or team-oriented assignments, along with carrying out their education and outreach programming. General supervision will be provided by the Assistant Director/Program Leader for UME’s Environment and Natural Resources Program and the Area Extension Director for Southern Maryland.

**Responsibilities:**

* Provide support in two of the six required elements of each County’s MS4 permit: Public Education and Outreach and Public Participation/Involvement;
* Create and manage a network of volunteers that are versed on local regulations and goals as they pertain to water quality for increasing visibility of each County’s work;
* Develop and conduct stormwater BMP-specific workshops and participate in annual public demonstration and engagement events;
* Track and report on small-scale stormwater BMPs for potential future inclusion into State and Federal TMDL/WIP reporting;
* Assist the County and local NGOs in acquisition of outside funding to support the implementation of small-scale stormwater projects;
* Work one-on-one with the County, property owners, and HOA’s to solve stormwater issues;
* Support all UME-Calvert and UME-St. Mary’s programs in responding to requests for information, including contributing to newsletters and reports, media contacts, information dissemination, UME marketing and distribution of written materials as needed;
* Participate as a team member or lead efforts with other faculty and staff to conduct educational programs that meet the needs of the citizens of Calvert and St. Mary’s Counties;
* Present topics and lead discussion at meetings, workshops and other program activities as needed;
* Participate in professional development opportunities to keep abreast of current research, educational methods, administrative procedures, etc.

**Qualifications:**

Required –

* Bachelor’s degree in related field of study
* Five years of progressively responsible related work experience in teaching or providing educating on gardening, environmental science, biology or related fields, or the equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities;
* Experience with volunteers in a coordinating, oversight or managerial role;
* Working knowledge in watershed and stormwater management and other general environmental practices;
* Skill to establish and maintain successful working relationships. Use judgment and initiative in selecting priorities developing effective work methods/tools and determining proper course of action to produce a desired outcome/result;
* Ability to work independently with limited guidance and instruction;
* Strong computer skills and experience with Microsoft Word, Excel, Publisher, PowerPoint, Database and Gmail, etc.;
* Personal transportation and valid driver’s license;
* Flexible working hours and must be available for evening and weekend programs and meetings;
* Skilled in verbal and written communication, time management, diplomacy.
* Ability to tactfully respond in a timely manner to inquiries and concerns of the public.
* Ability to work within and meet deadlines.
* Evidence of capacity to build UME Diversity, Equity, Inclusion and Respect capacity through Extension program model.
* This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferred –

* MS in related field
* Experience with educational program planning and implementation
* Experience working in marketing or public relations

**Physical Demands of the Position**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Nature of the Position: This position frequently presents information through vocal and written communication to individuals of various ages, socio-economic, and educational backgrounds.
* Physical Demands: A routine part of this position’s responsibilities would be to transport materials to and from teaching/event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 20 pounds. Set-up and tear-down of displays, tables, and chairs would be necessary at many teaching sites.
* Environmental conditions vary; primarily in office, but also exposed to gardens, farms and other outdoor conditions.
* Visual Acuity: Visual acuity is required for preparing and analyzing written or computer data and presentations. Environmental conditions vary; primarily in office, but also exposed to gardens, farms and other outdoor conditions.

**Salary & Benefits:**

Salary will be commensurate with experience: with a base salary of $41,435 for a B.S. and $43,320 for a M.S. The University of Maryland offers an extensive benefits package.

**Applications:**

All candidates must apply online at <https://ejobs.umd.edu/postings/99581>. A complete application packet includes a letter of application, a current (signed) curriculum vitae, copies of transcripts (official transcripts will be required if offered the position), and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

**Closing Date:** For best consideration, apply by **October 30, 2022** or until an acceptable candidate is identified.

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| **Vaccine Protocol** |
| The University of Maryland has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new employee at UMD, you will be required to comply with the University’s vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at any University of Maryland location. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement at [return.umd.edu](https://ejobs.umd.edu/hr/postings/return.umd.edu) and must have an approved exemption prior to the start of their employment. Failure to provide proof of vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded. |

*The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*