

North Dakota Envirothon Coordinator

Job Description

Position Purpose:

The Envirothon Coordinator is to carry out the promotion and implementation of the North Dakota Envirothon Program to fulfill the Envirothon mission to prepare good stewards, in grades 9 –12, with skills to evaluate issues; make informed decisions; act responsibly; and take corrective steps to maintain a sustainable, quality environment for present and future generations.

Job Basics:

- This is a part-time, contractual position with no benefits other than a set monthly reimbursement for services. Depending on experience, there is \$36,000/year in the budget for the coordinator time and expenses. The average yearly compensation for the coordinator time has been \$20,000 per year. The remaining \$16,000 is for supplies, travel, and postage and misc. expenses.
- Coordinator plans the North Dakota Envirothon competition event in cooperation with the sub committees of the North Dakota Envirothon State Committee.
- The position requires a varying number of hours per week depending on the time of year. Increasing hours are required leading up to and including the North Dakota Envirothon State event.
- There is some overnight travel required during the Envirothon competition and other occasional events.

Job Needs:

- The Coordinator should be self-motivated, efficient, personable, flexible and willing to be challenged.
- The person selected for this position should:
 - Possess a Resource Conservation education/background and/or Education degree or experience;
 - Be proficient in Microsoft Office
 - Possess good logistical skills
 - Must be adaptable in working with multiple agency individuals

Job Site:

- The individual selected would work out of a home office, and would be responsible to provide own computer, printer, and other necessary office supplies and equipment.

Job Duties:

1. Work with the Envirothon Chair(s), North Dakota Envirothon State Committee and Envirothon sub-committees.
2. Assist with the production of annual North Dakota Envirothon resource materials and CD distribution when required.
3. Secure site for the annual North Dakota Envirothon competition.
4. Seek grants and other fundraising opportunities to support and enhance the North Dakota Envirothon Program and competition event – including coordination of meetings with granting entities to facilitate grant opportunities. Track and prepare grant reports as required by individual granting entities.
5. Assist Soil Conservation Districts to encourage their involvement in the North Dakota Envirothon.
6. Maintain contact and coordination with the National Conservation Foundation (Sponsors of the National Envirothon program) as well as be the representative from North Dakota Envirothon Program.
7. Provide Envirothon updates to the ND Envirothon Committee at meetings and periodically throughout the year.
8. Coordinate the logistics of the North Dakota Envirothon competition event; registration, room assignments, volunteers (Judges, Trail Guides, Timers, Trail Stops, Trail Heads, Medical persons. Assist with winning North Dakota Envirothon team registration and travel arrangements to the National Envirothon.
9. Work with non-participating Soil Conservation Districts and High Schools to establish an Envirothon program. Assist with winning North Dakota Envirothon team registration and travel Arrangements to the National Envirothon.
10. Promote the North Dakota Envirothon at appropriate conferences and seminars to enlist participation by teachers and increase awareness of the program by educators and officials and/or others who may be able to advance the mission of the North Dakota Envirothon. As well as other duties as assigned by the North Dakota Envirothon Committee.