



## **Public Relations and Education Administrator Prairielands Groundwater Conservation District**

**Position: Public Relations and Education Administrator**

**Salary: Commensurate with experience and qualifications**

### **JOB DESCRIPTION:**

- Perform public awareness and educational programs to various audiences
- Maintain a working relationship with local broadcast and print media outlets as well as social networking

### **MINIMUM QUALIFICATIONS:**

- A Bachelors degree in communication, education, or closely related field, or the combination of education and work experience
- Strong communication skills are required, both written and verbal, especially with public speaking and teaching/instruction
- Above average knowledge of computer programs, including Microsoft Office applications
- Ability to work under pressure and deadlines
- Possess good customer service qualities
- Good organizational skills and abilities
- Valid Texas Driver's license with good driving record
- Must be able to pass a drug screen and background check

### **PRINCIPLE DUTIES:**

- Compile annual report on District Management Plan compliance
- Design, develop, coordinate, and administer school educational programs pertaining to water conservation, groundwater, and district information
- Participate, as needed, in public interviews and special events
- Prepare press releases and public notices for media
- Attend meetings related to groundwater conservation
- Maintenance of equipment belonging to the District, including District vehicle
- Must be able to work evenings and weekends on occasion
- Other projects and duties as requested by the General Manager

Send resume and salary history to: Jim Conkwright, General Manager  
Prairielands Groundwater Conservation District

**MAIL:** P.O. Box 3128  
Cleburne, Texas 76033

**FAX:** (817) 556-2305

**EMAIL:** [jimconkwright@prairielandsgcd.org](mailto:jimconkwright@prairielandsgcd.org)

Or bring to the District office at:

205 South Caddo Street  
Cleburne, Texas 76031  
(Inside the Liberty Hotel)

Prairielands Groundwater Conservation District is an Equal Opportunity Employer