

APPLICATION FOR EMPLOYMENT

INFORMATION & EDUCATION SPECIALIST

East Cassia Soil & Water Conservation District

Information & Education Specialist – Part-Time

Position Summary

The Information & Education Specialist promotes the programs and activities of the East Cassia Soil & Water Conservation District through education, community outreach, communications, and event coordination.

Essential Duties

- Coordinate District educational programs and events.
- Organize youth contests and conservation activities.
- Manage newsletters, website, and media communications.
- Coordinate the annual awards banquet, fair display, tree sale, and State Soils Contest.
- Promote District scholarships and youth programs.
- Assist with reports, grants, projects, and community outreach.
- Attend meetings and represent the District as requested.
- Assist the Board and staff with District activities and special projects.
- Participate in IDEA and other professional activities.
- Perform other duties as assigned by the District Board.

Desired Qualifications

- Strong communication and organizational skills.
- Ability to work independently and manage multiple projects and deadlines.
- Ability to work with schools, community members, agencies, volunteers, and the public.
- Basic computer and office skills.
- Experience with newsletters, websites, social media, or public outreach is preferred.
- Interest in **agriculture, conservation, natural resources, or education** is preferred.

Position Requirements

This is a **part-time position** with flexible hours depending on current projects. Occasional evening work may be required.

Application Requirements:

- Cover Letter
- Resume
- Completed Application Form from East Cassia SWCD (which includes personal information, skills, education, and job experience).
- References (with contact information)

TO APPLY:

Job applications are available by:

Email ewcswcd@gmail.com,
Office 1361 East 16th Street in Burley

Letter of Interest & Application must be received by September 21, 2026 to:

East Cassia SWCD
Attn: Rachelle Osterhout
1361 East 16th Street
Burley, ID 83318

Your application package may also be submitted by **email** to ewcswcd@gmail.com with the same time deadline of **September 21, 2026**.

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INFORMATION & EDUCATION SPECIALIST

East Cassia Soil & Water Conservation District

PERSONAL INFORMATION

Date of Application: _____

Full Name: _____

Address: _____

Contact Information: _____

Home Telephone

Cell Phone

E-mail

Social Security Number: _____ Available Starting date: _____

How did you learn about this job opening? _____

Are you currently employed? _____ Available work times: _____

Do you have a criminal record? _____ Permission for background check _____
(signature)

EDUCATION

	Name & Location	Graduate? Degree?	Major / Subjects of study
High School			
College or University			
Specialized Training, Trade School, etc.			
Other Education or Experience			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the duties required as an Information & Education Specialist.

PREVIOUS EXPERIENCE (beginning with the most recent)

Dates Employed	Company Name	Role/Title
Company Address	Supervisor Contact name	Supervisor Phone Number

Job description, tasks performed and reason for leaving:

Dates Employed	Company Name	Role/Title
Company Address	Supervisor Contact name	Supervisor Phone Number

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