



SOUTHWESTERN ILLINOIS RC&D, INC.

Title: **Outreach Specialist (TLC)**

Position Description Number: **46**

Classification: **The Land Conservancy**

There are a total of seven (7) positions available under this position description, one serving each county within the Metro East Region.

Position Summary:

Outreach Specialists; TLC, will work on a county-by county basis, making presentations related to The Land Conservancy program to suitable clubs, community organizations and interested groups.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Develop a listing of clubs, community organizations and groups within a county that would be interested in entertaining a presentation on the activities of The Land Conservancy.
2. Coordinate with the groups to establish a date for making a presentation.
3. Make a minimum of two presentations per month.
4. Collect names of individuals that are interested in the program, and would like further information
5. Distribute those names to the Coordinator of The Land Conservancy in electronic format.

Qualifications:

The Outreach Specialist, TLC, will possess:

1. A strong desire to protect the natural resources within the region.
2. Strong presentation skills
3. Strong organizational skills
4. Knowledge of the Microsoft Office Suite, including: Word, Outlook, Access and PowerPoint.
5. Access to email.
6. Strong communications skills, including writing and listening.

Supervision:

This position will report directly to the Coordinator of The Land Conservancy.

Longevity:

The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

It is expected that an individual will commit a minimum of 12 hours per month towards activities associated with this position.

Workplace Location:

This position would work at the selected volunteer's home work station, pending compatible software, and would also be responsible to make a minimum of two presentations per month at sites to be determined..

Benefits:

The Outreach Specialist, TLC, is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills