

**Information, Education & Grants Coordinator**  
Nemaha Natural Resources District  
(October, 2021)

The Information, Education and Grants Coordinator (IE) is a full-time position with the Nemaha Natural Resources District (NRD) stationed at the NRD headquarters in Tecumseh, Nebraska. It is under the direct supervision of the Administrative Director. A bachelor's degree in communication, marketing, natural resources, or another related field is preferred but not required. Experience in public relations, grant writing, media/marketing, or related fields is also recommended. Excellent computer skills are required.

Job Description and Responsibilities

This position will be responsible for the NRD public outreach, maintaining the website, all of the social media accounts, press releases, and the District newsletter.

The IE will also work with the education aspects of the District's operations including planning range and land judging contests, Envirothon, and Third Grade Plant a Tree program, day camps and workshops, along with any other school programs that are beneficial to the District.

The position will work with the public to convey and promote the different conservation programs and education opportunities available using electronic media, print media, meetings, workshops, tours, etc. This person will also participate in statewide outreach programs in conjunction with other NRDs and the Nebraska Association of Resources Districts.

This position will also be tasked with finding and applying for grants that will be used for projects and programs that may be utilized by the District. This person will also be in charge of the administration to the completion of the grants.

This position will provide backup in administering and troubleshooting the District's information technology (IT) hardware and software.

This person must be a team player who is flexible and has the ability to work with many different groups and types of people.

Resume and letter of application must be submitted to the Nemaha NRD, 62161 Hwy 136, Tecumseh NE 68450, or [jobs@nemahanrd.org](mailto:jobs@nemahanrd.org) by 4:30 p.m. Friday, November 12, 2021.