

---

---

# BENTON COUNTY MOSQUITO CONTROL

## PUBLIC EDUCATION COORDINATOR JOB DESCRIPTION

---

---

PERIOD OF EMPLOYMENT: Seasonal (Spring/Summer)  
JOB LOCATION: Benton County Mosquito Control, West Richland  
DEPARTMENT: Public Information  
SUPERVISOR: Kevin Shoemaker  
REVISION DATE: February 12, 2018

---

---

### **SUMMARY:**

Under direction of the Assistant Manager, the Public Education Coordinator plans, develops and administers the delivery of a mosquito management education program within the Benton County Mosquito Control District.

---

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Evaluates the educational needs of a multi-faceted community and customizes the educational program to fit community needs.
  - Develops new classes and events and participates in repeat classes and events.
  - Administers the delivery of classes and events including evaluating curriculum, developing course titles and writing/editing course descriptions.
  - Develops positive working relationships with municipalities and service organizations the District; and interacts with staff regarding planning, coordination and requesting services.
  - Represents the District in the local professional community.
  - Assist District Manager, Assistant Manager, Field Supervisor, Maintenance, Surveillance Technicians and Control Operators with various tasks as assigned.
  - Perform other related duties and projects as assigned.
- 

### **MINIMUM QUALIFICATIONS:**

- Experience with Biology, Entomology, and Public Health are preferred.
- The successful candidate will share a passion for and commitment to the mission of Benton County Mosquito Control.

- Applicant must possess energy, enthusiasm, and initiative.
- The individual must be detail-orientated and capable of managing multiple tasks on a daily basis.
- Must have strong written and verbal communication skills.
- Two years of experience developing and coordinating educational programs in an educational or service organization is required.

---

**REQUIREMENTS:**

- Must be at least 18 years of age.
- Possess a valid driver's license. Individuals must also have reliable transportation to and from work.
- Have the ability to work with minimal direct supervision.
- Must be physically able to carry and set up booth materials such as totes filled with pamphlets, a folding table, chairs, and canopy.

---

**ABILITIES:**

- Knowledge of public relations and marketing principles.
- Knowledge of program/project planning principles and techniques.
- Ability to manage multiple projects.
- Ability to assess the consequences and outcomes of program initiatives.
- Ability to coordinate activities with other internal departments and the community.
- Ability to work with a diverse academic, cultural and ethnic background of community members.
- Ability to utilize computer technology used for communication.
- Ability to communicate effectively through oral and written mediums.
- Ability to work independently and as a member of a work team.