



Job Description

Agency: [Dept of Natural Resources](#)
Job Title: Program Coordinator 3
Job ID: 568979
Apply Before: 08/06/2010
Location: Geneva
Full/Part Time: Full-Time
Regular/Temporary: Regular **Minimum Annual Salary:** \$29,614.00
City/County/St: Geneva, Adams County, IN

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Job Description

This employee will function as a site naturalist and will be called on to represent the site in that capacity during school tours, participating in the Limberlost "rent-a-naturalist" program and function as a wildlife and natural science resource person for historic site staff and the general public.

Acquire sponsorship and grant funds from local and area businesses, and community organizations.

Responsibilities

The employee will be required to write grants, attend all monthly meetings of the Friends of the Limberlost, due to the budget that will help offset some programs, events, and other coordinator expenses.

The incumbent will be primarily responsible for developing, implementing, evaluating, and redesigning events and programs at both Limberlost and Gene Stratton-Porter State Historic Sites.

Represent both sites at outreach opportunities to market the sites programs, to promote educational and tourism opportunities.

Responsibilities also will include helping with administrative tasks and assuming primary administrative responsibility with the site manager is unavailable.

Provide guided tours of historic homes to small and/or large groups when needed.

Qualifications

Bachelor's degree in Biology, Environmental Education, Environmental Science, Ecology, Natural Resources, or related biological science fields.

Benefits

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The State of Indiana is an Equal Opportunity Employer.

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