Temporary Employment Opportunity
Washington State University
Extension Forestry Program Coordinator

Title: Temporary WSU Extension Forestry Program Coordinator

FTE: 1.0

Effective Date: Begin: 4/1/2016 Renewable annually as funding allows.

Organization and Location: WSU Snohomish County Extension, Everett, WA. Travel required and reimbursed.

Reports to: Regional Extension Forestry Faculty

Duties and Essential Functions:

- Set-up, coordinate, and evaluate public forestry education programs in a five-county area in partnership with Extension faculty.
- Arranging program logistics, including booking speakers and facilities, preparing materials, and registering participants.
- Collect, analyze, and report on survey and evaluation data.
- Develop budgets for workshops and trainings.
- Develop and maintain partnerships, collaborations and networks that support the successful delivery of Coached Planning and other Forest Stewardship workshops and future programming in the region.
- Develop project reports, newsletter, public presentations, training modules, educational materials, marketing materials, grant applications, public workshops, news releases, web pages and other communication pieces as needed. Be accessible for questions from the public and news media.
- Maintain working knowledge of forest stewardship topics and general natural resource management.
- Other duties as assigned.

Required Qualifications:

Bachelor’s degree in a relevant extension program discipline and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Additional Requirement

- Experience with GIS and statistical analysis programs.
- Experience with evaluation and statistical analysis methods.
- Demonstrated ability to teach/present effectively to diverse groups.
• This position requires working a flexible schedule during the week including nights and weekends, occasionally requiring overnight (multiple night) travel.
• Must have, or be able to obtain at time of hire, a valid driver’s license.
• Must successfully pass the WSU 4-H Youth Development/Child Protection Screening Process.
• An understanding for and appreciation of the benefits of a diverse work place and the knowledge of how to shape programs, processes and procedures that reflect and enhance program diversity.

Preferred Qualifications

• A Master’s degree in a forestry or natural resources-related field.
• Experience with Extension programming.
• Ability to operative computer equipment.
• Ability to drive or be driven extended distances.

Salary: Commensurate with education and experience. Includes full benefits.

To Apply:

Please visit https://www.wsujobs.com/postings/23858

Questions: Please contact Lauren Grand at 425-357-6023 or lauren.grand@wsu.edu

This position closes on March 1, 2016 at 5 p.m.