

Position Available:
Natural Resources Outreach Program Coordinator

Forestry & Environmental Outreach Program
Department of Forestry & Environmental Resources
North Carolina State University

Assist Director of the Forestry and Environmental Outreach Program in fund raising, development and delivery of natural resource continuing education and outreach courses throughout the state and region. Programs focus on continuing education for forestry and natural resource professionals, as well as, but not limited to, general outreach to natural resource management organizations, the conservation community, teachers, landowners and the interested public. Position reports directly to the Director of the Forestry and Environmental Outreach Program.

Specific duties will include:

- Identify audiences and topics for natural resource outreach programs
- Identify and cultivate partnerships with external organizations and other departments within the University to deliver natural resource outreach programs
- Identify and pursue external grant funding for outreach programs (proposal writing)
- Assist with design of continuing education courses and seminars
- Assist with delivery of continuing education courses and seminars
- Manage receipt and grant funded programs and responsibilities under grant, including all reporting
- Maintain Program website
- Maintain Program client database
- Stand in for Director as needed
- Other activities as needed
- Position will require up to 25% travel in North Carolina and occasionally throughout the southeastern US.

QUALIFICATIONS

Required: A Bachelor's or Master's degree in Natural Resources, Forestry, Environmental Science or related field, or 5 years of relevant experience. The selected candidate must have the ability to establish and maintain effective working relationships with diverse clientele, and must have demonstrated the ability to communicate clearly and effectively, both written and verbal. The individual must have strong organizational skills, the ability to work independently, and be flexible. Knowledge of PC software including MS Office and MS Access is required, including proficiency with computer use. Individual must be willing to travel as required and possess a valid NC Driver's License. Considerable initiative and professional judgment, creativity and diplomacy are needed to carry out position duties.

Highly Desirable: A strong interest in conservation and natural resource sustainability. Experience or training in events management. Experience in grant proposal writing. Experience or training in web page design and management, brochure design and layout, database design and management. Good decision making ability. Desktop publishing experience.

Interested persons should send a letter of application, current resume, copies of college transcripts, and 3 letters of recommendation to: Jean Pittman, Extension Forestry, NCSU Box 8003, Raleigh, NC 27695; fax: 919-515-6883; e-mail: jean_pittman@ncsu.edu; phone 919-515-5638

Questions about the position should be directed by e-mail to: Susan Moore, Director Forestry and Environmental Outreach Program, NC State University; e-mail: susan_moore@ncsu.edu; Program website: www.ncsu.edu/feop

Application deadline is 3/28/06

EO/AA employer. NC State welcomes all persons without regard to sexual orientation. For ADA accommodations, contact Jean Pittman, at 919-515-5638