

## **EDUCATION/INFORMATION OFFICER (EDUCATION SPECIALIST) – Position# K0233952**

If you're looking for a rewarding career, working alongside dedicated colleagues who share your conservation values and love of outdoor recreation, you'll feel right at home with the Kansas Department of Wildlife and Parks (KDWP). As a member of the KDWP team, you'll work with others to conserve Kansas wildlife and its habitats, while ensuring our citizens enjoy and appreciate the state's diverse natural resources. KDWP offers competitive pay; paid sick, vacation, maternity, and paternity leave; and excellent health and retirement benefits.

We are committed to a diverse workforce where everyone feels valued, respected, and supported, enabling them to do their best work. Please take a moment to read the job announcement below and consider the possibilities.

This **unclassified**, full-time position is part of the Education Section team and is stationed at the Kansas Wetlands Education Center (KWEC) in Great Bend, Kansas. It is directly supervised by Michael Rader, Wildlife Education Supervisor.

The incumbent develops and presents educational programs, lectures, tours, outreach programs, field trips, workshops, media programs, special events and seminars. Conducts in-service trainings for local teachers, administrators, and students to implement wildlife/aquatic and outdoor education into the curriculum of local school districts. Facilitates these trainings with KACEE (the Kansas Association for Conservation and Environmental Education) and ensures the success of the curriculum and training through evaluation. Responsible for coordination of public programs and activities which includes the development and implementation of on-site wildlife programs, the presentation of special on-site and off-site activities for the public and the evaluation of the effectiveness of these programs. Presentations will serve to inform and educate constituents about the natural resources of Kansas.

This individual is responsible for coordinating the maintenance and care of live animals at the facility, including feeding of exhibit animals and animal ambassadors, the preparation and cleaning of enclosures and training of other employees in this work. Serves as the responsible person with care and upkeep of the Outdoor Wildlife Learning Site at the facility including preparation, planting, watering, and weeding the flowerbeds. Works with other KWEC staff to engage community groups/individuals that could volunteer to help with exhibit and landscape maintenance, educational programming, and large special events.

This position works closely with Fort Hays State University staff as part of the team/partnership at the Kansas Wetlands Education Center.

**BENEFITS:** Beginning hourly rate, \$22.83/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

**MINIMUM REQUIREMENTS:** Bachelor's degree in a natural resource or education field preferred. One year of experience in developing and delivering educational presentations. Education may be substituted for experience as determined relevant by the agency. Applicants must be able to speak effectively before groups of all ages, organize and express information in concise written form and establish and maintain effective working relationships. The successful candidate must pass a background check and must possess and maintain a valid driver's license.

**HOW TO APPLY:** Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign** into your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
  - **Email** - the **email** listed on the **Careers>My Contact Information** page.
  - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form\*\* (this can be found at the following website):  
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

***\*\*Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

**Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

**DEADLINE TO APPLY – September 22, 2023**

**The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.**

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.