

# Adult Education and Outreach Strategist, Management Analyst 5 (MA5)

## Salary

\$72,552.00 - \$97,596.00 Annually

## Location

Thurston County – Olympia, WA

## Job Type

Full Time - Non-Permanent

## Remote Employment

Flexible/Hybrid

## Job Number

2024-5-A350-06525

## Department

Dept. of Natural Resources

## Opening Date

05/30/2024

## Closing Date

6/17/2024 11:59 PM Pacific

## Salary Information

The high end of the salary range, Step M is typically a longevity step

- [DESCRIPTION](#)
- [BENEFITS](#)
- [QUESTIONS](#)

## Description



**Adult Education and Outreach Strategist, Management Analyst 5 (MA5)  
Recruitment #2024-5-A350**

**Full-time, Non-permanent, Represented position**

**Anticipated 12 month Non-permanent employment: July 2024-June 2025**

**Location: Natural Resources Building- Olympia, WA**

**Work Hours and Partial Telework flexibility may be available and considered**

**Salary: \$6,046.00 - \$8,133.00 Monthly**

### **Want to join something GREAT and make a difference?**

The Department of Natural Resources (DNR) has an exciting opportunity within our Workplace Culture and Development (WCD) Division. Do you want to help create new onramps and pathways into wildland firefighting, natural resource, and forestry careers?

Are you excited about working collaboratively with industry partners, educational institutions, and training programs to expand on-ramps into natural resource employment?

Are you motivated to increase representation for communities that have been historically underserved by, or underrepresented in, the field of natural resource management?

### **Then this job might be for you!**

The **Adult Education and Outreach Strategist** reports to the Workplace Culture and Development (WCD) Director, designing, implementing, and tracking progress on an adult education and outreach strategic plan to create new on-ramps into the natural resource sector workforce using Diversity, Equity, Inclusion, and Belonging (DEIB) Pro-Equity Anti-Racism (PEAR) and Environmental Justice (EJ) best practices. In collaboration with post-secondary education entities, the agency's Equity and Environmental Justice Office, the Youth and Education Outreach Program Manager, the Culture and Development Strategist, and other agency leaders, this position develops an adult education and outreach strategic plan and identifies investments to equip urban, rural, and Tribal community members with the skills and opportunities to pursue a career in natural resources.

This position is a key component of DNR's broader strategy, which includes three DNR Programs the Adult Education and Outreach Program, the Career Pathway Program, and the Youth Education and Outreach Program (YEOP) creating a "Root to Canopy" approach to workforce development. These programs are vital for preparing a new generation of workers who are equipped with the necessary skills to manage and mitigate the impacts of climate change on our natural environment.

#### **DNR's workforce development strategy has three essential components:**

**Adult Education & Outreach:** Provides strategic analysis of current on-ramps into DNR careers and provides programmatic guidance on expanding and diversifying the workforce through community outreach and partnerships with the communities that DNR serves, with an emphasis on our underserved communities, veterans, and rehabilitated individuals, to provide career pathways into the natural resources sector.

**Career Pathway Program:** Will create structured career advancement and upskilling opportunities for current DNR employees, including comprehensive career pathway mapping, targeted training, and mentorship programs to better inform DNR employees of steps they may take to advance from current roles toward future career goals.

**Youth Education & Outreach Program (YEOP):** Provides place-based, career-connected education opportunities where K-12 students develop skills and knowledge to manage lands and waters sustainably. This empowers Washington youth to serve as effective stewards in their communities and pursue advanced educational and trade opportunities, as well as employment in the natural resource sector.

The Adult Education and Outreach Strategist focuses on strategic programming that serve to increase representation for demographic groups that have been historically excluded from, or underrepresented in, the field of natural resource management. As part of the strategic planning process, the Adult Education and Outreach Strategist will develop agency standards and guidance ensuring agency-wide alignment and coordination of programs aimed at providing practical training, certification, and credentialing for entry into the natural resource workforce. These programs may include internships, apprenticeships, fellowships, corps programs including single-identity affinity crews, and other experiential training programs.

Workplace Culture and Development (WCD) Division offers key support to programs designed to grow and develop WA State Department of Natural Resources employees and enhance the agency-wide culture utilizing an equity, diversity, inclusion, and belonging-focused lens to foster safe and respectful workplaces where employees can bring their authentic selves to work. WCD's cultural and developmental programs foster employee engagement and leadership development. These concepts work to attract and retain a workforce within DNR representative of the public we serve. WCD initiatives increase inclusion, belonging, and psychological safety, increase productivity, improve communication, and create a climate of innovation. As part of DEIB and Pro-Equity Anti-Racism (PEAR) initiatives, WCD works to create new pathways for diverse populations to join and find meaningful career growth opportunities in DNR's workforce.

## Duties

### **Responsibilities:**

Develop, Evaluate, and Track Implementation of Adult Education & Outreach Strategic Plan

- Catalog Current Trends and Practices for Adult Education and Outreach
- Identify Gaps and Make Recommendations for Adult Education and Outreach
- Develop the Adult Education and Outreach Strategic Plan
- Evaluate, track, and report Strategic Plan Implementation Successes and Challenges

Lead Agency Coordination Around Adult Education & Outreach Efforts and Initiatives

- Develop Workforce Development Workgroup(s) to foster collaboration with educational institutions, state agencies, community organizations, and

industry groups to broaden the reach and impact of DNR's workforce development initiatives.

- Develop Adult Education and Outreach communications and engagement to build industry and agency awareness to support initiatives designed to create onramps to careers in wildland firefighting, natural resources, and forestry for communities of color, Indigenous Peoples, LGBTQIA+ communities, women, and other historically underserved communities in the outdoor space.
- Develop an Adult Education and Outreach Network in support of DNR workforce development initiatives.

#### Identify Strategic Investments in Adult Education & Outreach

- Identify career pathway programs focused on increasing tribal representation.
- Work with program leaders to create partnerships with corps programs and other entities to implement single-identity affinity crews and internships.
- Support existing Corps programs and explore opportunities to expand programs and provide on-ramps into DNR jobs.
- Integrate workforce development goals and initiatives with DNR's Environmental Justice, DEIB, and PEAR work.
- Support pilot programs and initiatives that foster new opportunities to provide industry-recognized certifications and meet educational eligibility requirements for positions.
- Identify fellowship programs that are aligned with adult education & workforce development strategic priorities and coordinate placement, support, and career mentorship for fellow participants and their hiring managers.

#### Performs other duties as assigned

- Engage in ongoing professional development and identify advanced EJ, DEIB & PEAR practice strategies through participation in classes, forums, workshops, and conferences committed to EJ, DEIB, & PEAR best practices.

## Qualifications

### Required Qualifications:

- Bachelor's degree with emphasis in HR, Organizational Development, Training, Leadership Development, Behavioral Science, Social Science, Education, Public Administration, Environmental Justice, Career Counseling, Adult Education, and other related fields;  
OR equivalent combination of education and/or experience.
- Experience in implementing Diversity, Equity, Inclusion, Belonging; Pro-Equity Anti-Racism; or Environmental Justice focused Initiatives.
- Experience working collaboratively with employees, managers, and supervisors; creating and maintaining relationships, and building trust and rapport with others.

- Knowledge and experience with statistics and qualitative methods to build data models and datasets for analysis.
- Experience working with agency leadership to establish programs that contribute to agency-wide workforce development goals.
- Experience working with industry leaders and other state agencies, ensuring compliance with legal and legislative mandates, assessing employee and external partner feedback, and consulting with agency leadership.
- An established record of being a PEAR (Pro- Equity, Anti-Racism), Diversity, Equity, Inclusion, Belonging (DEIB), and Environmental Justice (EJ) change agent.
- Working knowledge of Microsoft products.
- Skills in collaborative leadership including collaborative design and co-facilitation, skilled communication, and experience in building relationships and finding consensus.
- Ability to communicate effectively with individuals and groups from a variety of cultures and backgrounds.
- Excellent organizational and time management skills; attention to detail
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication
  - Inspire Others
  - Commitment to Excellence

**Special Requirements and Conditions of Employment:**

- The position’s assigned duty station is the NRB in Olympia, WA. Work is performed almost exclusively (95%) indoors, and the other 5% is spent doing tours, job shadows, and in-person meetings at field locations, region offices, and at strategic partner locations.
- Requires periodic (20%) travel for meetings and events; travel may be to region offices and work centers in remote locations throughout the state.

**Desired Qualifications:**

- A Master's degree or above in HR, Organizational Development, Training, Leadership Development, Behavioral Science, Social Science, Education, Public Administration, Environmental Justice, Career Counseling, Adult Education, or other closely related field.
- Five years of professional experience in education, land use, urban, regional, environmental, or natural resource planning, and/or program development.
- Project Management skills - Experience managing project requirements, scope, costs, and time; and ensuring they meet quality standards.

**Don’t let doubts stop you from applying for this position** - If you have any questions about the required qualifications or how your past experience relates to them, please contact us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). A note to potential candidates: Studies have shown that women, trans, non-binary, Black, Indigenous,

and people of color (BIPOC) are less likely to apply for jobs unless they feel they meet every qualification as described in a job description. We value diversity and inclusion in our organization, and we are looking for the best person for the job. Don't hesitate to apply!

## Supplemental Information

### Application Requirements:

- **Apply online:** at [www.careers.wa.gov](http://www.careers.wa.gov) (Click on the APPLY button above).
- **Letter of interest:** describing your specific qualifications to the position and position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** at least three professional references with current telephone numbers— you may attach a document, use the References text field in the online application, or include it with your resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- **Complete all supplemental questions.**
- Candidates who move forward in the recruitment process may be contacted via email at [info@governmentjobs.com](mailto:info@governmentjobs.com) with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

**Questions?** Please contact Betsy Vandrush-Borgacz at [Betsy.Vandrush-Borgacz@dnr.wa.gov](mailto:Betsy.Vandrush-Borgacz@dnr.wa.gov)/360-819-3693 or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov)

### **About the Department of Natural Resources (DNR).**

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

**Our Vision** – Our actions ensure a future where Washington's lands, waters, and communities thrive.

**Our Mission** – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

#### **Our Core Values:**

- **Safety and Well-Being** —Our top priority is the safety of the public and our employees.
- **Public Service** —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- **Innovation and Creative Problem-Solving** — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- **Leadership and Teamwork** —We are committed to building leaders at all levels and building teams for success.

**DNR provides excellent benefits, a few of which include:**

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

**Additional Information:**

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit [www.uscis.gov](http://www.uscis.gov).

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your social security number prior to attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email [CareersHelp@des.wa.gov](mailto:CareersHelp@des.wa.gov).

**Check us out on:** [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

**Agency**

State of Washington

**Address**

View Job Posting for Agency Information

View Job Posting for Location, Washington, 98504

**Phone**

View Posting for Agency Contact

**Website**

<http://www.careers.wa.gov>