

Fish & Wildlife Outreach Specialist

Date Posted: Jun 20, 2024

Requisition ID: 445214

Location:

Indianapolis, IN, US, 46204

Work for Indiana

Begin a fulfilling career with the State of Indiana by joining one of the largest employers in the state, offering a diverse range of opportunities across 60+ agencies. At the state, you'll find competitive compensation, a robust benefits package and a commitment to work-life balance. Most importantly, you'll have the chance to make a real and measurable impact on the lives of Hoosiers across Indiana.

At the State of Indiana, we don't just talk about diversity and inclusion—we make it our goal to create a welcoming, accessible, and equitable workplace with a workforce that is representative of Indiana's population. As a proud equal opportunity employer, reasonable accommodations may be available to enable individuals with disabilities to complete the application and interview process as well as perform the essential functions of a role.

About the DNR Fish and Wildlife Division:

The Division of Fish & Wildlife enriches the quality of life for present and future generations by balancing the biological, ecological, recreational, and economic benefits of Indiana's fish, wildlife, and their habitats.

Role Overview:

As an Outreach Specialist, you will develop and administer education and outreach products and programs for the Division of Fish & Wildlife. This involves conveying complicated fish and wildlife information in an understandable manner to the public, representing the Department and Division through its various customer service channels, and collaborating closely with staff. You will be responsible for a portfolio of duties while at the same time sharing generalist duties on a team of several members. Our team members are expected to lead, solve problems, and collaborate. The role of the public engagement team is to advance the mission and goals of the Division of Fish & Wildlife.

Salary Statement:

The salary for this position traditionally starts at \$53,222.00 but may be commensurate with education or work experience.

A Day in the Life:

The essential functions of this role are as follows:

- Establish program objectives, KPIs, and actions to achieve them.
- Develop, update, and monitor all policies and procedures related to the program area.
- Interpret and explain policies, rules, regulations, or laws to leadership or customers.
- Implement corrective action plans to solve program problems.
- Analyze, prepare, and disseminate monthly and annual program reports.
- Review budget and make budgetary recommendations to improve the program area finances.
- Ensure program requirements meet federal and state policies and grants compliance.
- Assist in the development and train employees or agency consultants on program requirements and usage.
- Coordinate and deliver communication plans and communications.
- Serve as a liaison between agency and other state and federal agencies.
- Serve on management committees or other governing boards.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

What You'll Need for Success:

The ideal candidate in this role should minimally have either

- a Master's Degree with 1+ years of experience, or
- a Bachelor's Degree with 3+ years of experience, or
- a Associate's Degree with 5+ years of experience, or
- at least 7+ years of experience applying the below, outlined knowledge, skills, and abilities in a similar role.

You must meet the following requirements to be considered for employment:

- Specialized knowledge in program subject matter obtained through experience and/or education.
- Specialized knowledge of program area including pertinent rules and regulations.
- Extensive knowledge of all source materials and references including federal and state laws governing the programs.
- Ability to develop and implement new principles and policies and discern any far-reaching implications.
- Ability to communicate orally and in writing.
- The ability to apply general rules to specific problems to produce answers that make sense.
- Ability to work effectively with a wide variety of stakeholders.
- Working knowledge of accounting and budget principles.
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

Supervisory Responsibilities/Direct Reports:

This role may be utilized in a supervisory capacity based on agency needs.

Benefits of Employment with the State of Indiana:

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) as well as vision and dental plans
- Wellness Rewards Program: Complete wellness activities to earn gift card rewards
- Health savings account, which includes bi-weekly state contribution
- Flexible work scheduling options, including the potential for hybrid remote work for employees whose work may be performed outside state facilities
- Deferred compensation 457B account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- A robust, comprehensive program of leave policies covering a variety of employee needs, including but not limited to:
 - 150 hours of paid new parent leave
 - Up to 15 hours of paid community service leave
- Combined 180 hours of paid vacation, personal, and sick leave time off
- 12 paid holidays, 14 on election years
- Education Reimbursement Program
- Group life insurance
- Referral Bonus program
- Employee assistance program that allows for covered behavioral health visits
- Qualified employer for the Public Service Loan Forgiveness Program
- Free Parking for most positions

- Free LinkedIn Learning access

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, or veteran status. We will comply with the spirit as well as the letter of all applicable state and federal laws.

If you are a qualified individual with a disability and require reasonable accommodations to complete this application, you can request assistance by contacting the Indiana State Personnel Department at jobs@spd.IN.gov.

The State of Indiana has established a culture that welcomes equity, inclusion, and opportunity for all employees and applicants. We encourage you to apply if you feel you have the transferrable skills to be successful in this position and we look forward to reviewing your application.