STATE OF NORTH CAROLINA
invites applications for the position of:

Southern Coastal Regional Education Specialist

JOB CLASS TITLE: Wildlife Information And Educ Spec I

POSITION NUMBER: 60033591

DEPARTMENT: Wildlife Resource Commission

DIVISION/SECTION: Information, Education, and Marketing

SALARY RANGE: $36,761.00 - $58,006.00 Annually

RECRUITMENT RANGE: $37,761.00 - $46,384.00

SALARY GRADE / SALARY GRADE EQUIVALENT: 68

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Sampson County

OPENING DATE: 09/01/15

CLOSING DATE: 09/11/15 5:00 PM Eastern Time

DESCRIPTION OF WORK:
NC Wildlife Resources Commission Mission Statement:
To conserve North Carolina’s wildlife resources and their habitats and provide programs and opportunities that allow hunters, anglers, boaters and other outdoor enthusiasts to enjoy wildlife-associated recreation. Visit www.ncwildlife.org for more information about careers. The agency employs approximately 650 employees.

This position is not limited to Sampson County. Must reside in any of NCWRC Southern Coastal Counties: Harnett, Cumberland, Bladen, Sampson, Brunswick, Columbus, Hoke, Robeson, Scotland, Onslow, Jones, Lenoir, Duplin, Pender, New Hanover

This a home-based position which requires occasional travel with occasional overnight stays.

The primary purpose of this position is to implement NCWRC outreach education, skill based and hunter education programs primarily within a defined geographic region (Southern Coastal Area). This position will work under the direction of the Eastern Outreach Manager and in conjunction with NCWRC staff. Tasks will include but not be limited to the following:
* Coordinate, schedule and instruct NC WILD, NC advanced WILD, NC CATCH, NC Outdoor Heritage Program while emphasizing the NC Wildlife Action Plan.

* Assist other division and agency staff with outdoor skills programming and wildlife education programs.

* Seek opportunities to promote the goals and objectives of Wildlife Education Division Programs.

* Review, compile and report data relating to Wildlife Education Division Programs for state and federal reporting purposes.

* Assist and instruct basic and advanced hunter education programs in conjunction with the Hunter Education Coordinator.

**Program Planning and Management:**
Coordinate, develop and deliver the Wildlife Education Division’s programs while utilizing and emphasizing the NC Wildlife Action Plan including:

* Developing, coordinating and instructing NC WILD, Advanced WILD, and NC CATCH workshops

* Developing, coordinating and instructing NC Outdoor Heritage Programs

* Correlate N.C. WILD and N.C. CATCH curriculum with the North Carolina Department of Public Instruction’s Standard Course of Study curriculum learning objectives

* Assist with conducting ongoing educational program needs assessment studies

* Assist with conducting program evaluations and surveys

* Act as the district point of contact and respond to inquiries presented by the general public and other professionals regarding regional wildlife and habitat.

* Networking with other environmental education organizations, educators, youth leaders and administrators.

Coordinate and assist other education programs in the Wildlife Education Division such as Outdoor Skills workshops (Youth Hunts, Becoming an Outdoors Woman Programming), Recruitment and Retention programming, and assisting with Education Center events.
KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:
* Thorough knowledge of the principles and techniques for disseminating information to the public through a variety of media;
* Considerable knowledge of the principles and practices of wildlife management; North Carolina wildlife species, their habitats and natural requirements; and knowledge of the natural science field and scientific terminology;
* Considerable knowledge of exhibit layout and related written production methods and audio-visual presentations; and communication techniques;
* Ability to write, edit and proof articles, scripts, news releases and booklets on a variety of wildlife subjects which can be easily understood by the general public;
* Considerable knowledge of administrative skills, organizational skills and good verbal and written communication skills;
* Considerable knowledge of environmental education, principles, concepts and techniques;
* Considerable knowledge of educational program formats and exhibits;
* Considerable knowledge of promotional and marketing techniques;
* Ability to establish and maintain effective working relationships with state and local education officials and teachers, federal and state government officials, corporations, foundations and the general public;
* Ability to succinctly communicate original concepts and interpreted policy in verbal and written form to both individuals and groups;
* Ability to establish and maintain effective working relationships with the general public;
* Considerable knowledge of the principles and methods of planning and conducting a large-scale information, education, and skill based programs.
* Ability to observe and assess work performance

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:
Bachelor’s degree from an appropriately accredited institution in wildlife management, fisheries management, biology, science education or related science field and two years’ experience in wildlife management, fisheries management, teaching, communications, publications or work related to wildlife information and education; or an equivalent combination of education and experience.

SUPPLEMENTAL AND CONTACT INFORMATION:
CONTACT INFORMATION:
To apply for this position, please click the APPLY link above:
• Resumes are not accepted in lieu of state applications. "See Attached Resume", etc. will result in an incomplete application.

• To receive credit, all relevant experience must be included in the work history section of the application. Any information omitted from the application but included in the resume will not be considered for qualifying credit.

• If multiple applications are submitted to an individual posting, only the most recent application received prior to the posting close date will be accepted.

• Persons eligible for Veteran's Preference must submit a copy of Form DD-214.

• NC WRC uses the Merit-Based Recruitment & Selection Plan to select the most qualified applicants to fill positions subject to the State Personnel Act. When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The State of NC is an Equal Opportunity Employer.

• All applicants must complete and submit a State application for employment using the new NEOGOV Online Job Application System (http://www.oshr.nc.gov) for the State of North Carolina.

• Application for employment must be submitted by 5pm on the closing date. Resumes and cover letters can be uploaded with your application.

• Pre-employment record checks are required for some administrative and education center positions.

• “Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).”

For additional information, please contact Human Resources by phone at (919) 707-0103.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.oshr.nc.gov/jobs/index.html

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government
Southern Coastal Regional Education Specialist Supplemental Questionnaire

* 1. Describe any experience that you have with Wildlife/Education program management.

* 2. Describe your experience with Outreach Programs

* 3. Describe any experience that you have with Instructional Technology

* Required Question