Regional Information and Education Program Manager - (17141749)

Description

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Montana Fish, Wildlife and Parks works to perpetuate all that it means to hunt, camp, fish, hike, ride, float, play, climb, sit, wander, explore and revel – to venture outside and into this land we call Montana. The outside is in us all.

Remember to attach the required resume, cover letter, answers to the supplemental questions and references listed below in this announcement. This position closes at 11:59 PM Mountain Time on October 1, 2017.

You must apply through the State of Montana Career site. However, the state application itself will not be reviewed. Only your resume, cover letter, supplemental questions, and references will be reviewed to advance you in the hiring process.

Supplemental Questions:

Question 1: Describe your experience designing and implementing an integrated communications strategy to communicate a complex issue or issues with the public. Describe how you used print, social media, online resources and email marketing and media contacts to push out your messaging.

Question 2: Please speak to your experience developing media relationships and using those relationships to proactively communicate a controversial issue.

Question 3: The Regional Information and Education Program Manager has the responsibility to inform, promote and discuss work in fisheries, wildlife, parks and enforcement. What experiences do you have in these topics that will be beneficial to you in discussing these as the Regional Information Education Program Manager (RIEPM)?

Question 4: Education for both youth and adults is an important component of this job, whether it be at a public meeting, in the schools, at a county fair or at hunter or bowhunter education classes. Please describe your experience in providing educational opportunities and training to others.

Special Information:

**In your cover letter, please discuss what makes you a strong candidate for this position.**

References should consist of five (5) applicable supervisory professional references.

Candidates that progress in the process toward being offered an interview will be asked to create a 3-minute video featuring themselves informing / educating the public on “Living with Wildlife” (candidate can pick the species).

Must have valid driver’s license, clean driving record, and be able to lift 40 lbs. Must occasionally work outdoors in all types of weather.

This position is a full-time, year-round position. The normal work schedule will primarily be Monday through Friday, 8 am to 5 pm, however, as news events, hunter or angler educational needs, or sportsman/recreational group meetings occur, the schedule will be altered to accommodate. There will be a probationary period of 2080 hours for new State employees.

Kalispell is a dynamic community located within a thirty-minute drive of Flathead Lake, Whitefish Mountain Ski Resort, Glacier National Park, several National and State forests and parks, and the Bob
Marshall Wilderness area. Kalispell is the retail, professional, medical, and governmental center of the Flathead Valley serving approximately 150,000 people in Northwest Montana. The office for this position is located within the Regional Headquarters building, located at 490 N. Meridian Rd., Kalispell. The regional Headquarters is a well-maintained office building which houses all of the regional divisions such as, Fisheries, Enforcement, Wildlife and Parks.

Identity of applicants who become finalists may be released to the public if the Department deems it necessary. Employees who exceed 1,040 hours in a calendar year are also provided health, dental and life insurance. Other benefits include retirement, paid vacation, sick and holidays. This position may be covered by a VEBA (Voluntary Employee Beneficiary Association).

A successful applicant will be subject to a background investigation.

Women and minorities are under-represented in this job category and are encouraged to apply.

**Duties:**

As a member of regional management team, the REIPM assists in issues management by identifying controversial issues or those of special concern to the public and develops strategies to get information to those interested to allow informed input. Will keep regional employees informed of issues, policies, actions and decisions affecting them and the public they have contact with. Has lead responsibility for external communication in the region, which includes contact with the media and serving as regional spokesperson in the region. Reviews information prepared for public consumption by regional employees and recommends ways to improve public understanding of that information. Administers hunter/bowhunter and angler education programs in the region.

Serves as spokesperson for the agency in the region. As such, maintains regular contact with news media in the region (print, radio, television) to develop credible, trustworthy working relationships. Uses a variety of techniques to inform the public.

Designs and presents conservation education programs to elementary, secondary and college students. Presents instructional outdoor workshops to teachers and youth and conservation group leaders. Organizes, administers and implements the department's hunter and bowhunter education programs in the region. Serves as lead supervisor for hunter and bowhunter education instructors. Responsible for the development and implementation of a regional angler education program, training and supervision of volunteer instructors.

Recommends the appropriate level of public information efforts associated with issues within the region. Designs public information plans to incorporate all potentially affected interest groups to allow informed input into FWP's decision-making process. That includes recommending responsibilities to be performed by individual employees.

Works closely with regional supervisor, regional managers, other regional personnel and division administrator to gather information on issues, policies, programs and decisions affecting regional personnel and the public they have contact with. Provides information to regional personnel to allow them to provide current factual information to the public. Encourages, trains and informs regional employees in the area of public relations and communication and of the importance of communication in advancing FWP programs.

Participates in identification, discussion and strategy sessions regarding issues of regional concern. Anticipates emerging controversies and their effect on FWP's management programs by maintaining ties with other agencies, the conservation community, the media and general public.

Maintains and is responsible for the distribution of videos through the region's video library. Administers the regional information officer's budget and develops annual work plan and performance standards that
Outline tasks to be accomplished, time frames for completion, objectives and benefits that will result.

**Qualifications**

Knowledge: Thorough knowledge of: 1) public relations tools and techniques; i.e., media operations; 2) print, radio and television journalism; 3) agency organization, programs, policies and procedures; 4) state fish, wildlife and parks issues, rules and regulations; 5) regional, statewide and national natural resource politics; 6) special interest groups; 7) recreational resources and 8) principles of marketing, including public information planning. Considerable knowledge of: 1) principles and practices of fish and wildlife management and 2) organization, policies and operations, of federal natural resource agencies and private groups with ties or interests in hunting, fishing, recreation, conservation and land preservation.

Working knowledge of standard State administrative procedures and practices, state budgeting rules and procedures, as required.

Skills: Exceptional interpersonal skills are required for success. Operational skills in the use of computer hardware and software, PowerPoint, slide projectors, film and digital cameras. Considerable skill in writing and speaking the English language, long and short term planning.

Abilities: Considerable ability to effectively communicate ideas in an understandable and practical fashion, technical biological information and positions in both oral and written form. To explain the principles of fish and wildlife management to audiences of varied ages and backgrounds. To establish effective working relationships with employees, other agencies, the media and the public. To foster public understanding of department programs. To be able to assess, interpret, summarize and report public opinion. Represent the department on various policy issues and act as a liaison to other agencies and the public. Effectively facilitate working groups and committees. Conflict resolution.

**Education and Experience:**

The knowledge, skills, and abilities of this position are normally attained through combination of education and experience equivalent to a Master's Degree in communications and/or education and course work in fish and wildlife biology, parks operations and management and at least 3 years of job-related experience. Other combinations of education and experience will be considered on a case-by-case basis.

**Applicant Pool Statement:** If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection. **Training Assignment:** Not Applicable

**Job:** Public Relations/Communication

**Salary:** $36.30 - 36.30

**Hourly Benefits Package Eligibility:** Health Insurance, Paid Leave & Holidays, Retirement Plan

**Number of Openings:** 1

**Employee Status:** Regular

**Schedule:** Full-Time

**Shift:** Variable

**Travel:** Yes, 20% of the Time

**Primary Location:** Kalispell

**Agency:** Department of Fish, Wildlife & Parks

**Union:** 000 - None

**Bargaining Unit:** 000 - None

**Posting Date:** Sep 6, 2017, 9:37:16 PM

**Closing Date (based on your computer's timezone):** Oct 2, 2017, 5:59:00 AM
Required Application Materials: Cover Letter, Resume, References, Supplemental Questions (Refer to Job Posting)

Contact Name: Erin Focher | Contact Email: fwpemp@mt.gov | Contact Phone: 406-542-5521

The State of Montana has a decentralized human resources system and each agency is responsible for its own recruitment and selection process. An employee or applicant who needs a reasonable accommodation during the application or hiring process should contact the state agency human resources staff identified on the job listing as soon as possible or use the relay service by dialing 711. Montana Job Service Offices also offer support services including assisting applicants with submitting online applications.

Montana State Government does not discriminate based on race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, physical or mental disability, genetic information, marital status, creed, political affiliation, veteran status, military service, retaliation, or any other factor not related to the merit and qualifications of an employee or applicant.

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