Stewardship Assistant - Indiana State Parks

Job ID: 601894

Apply Before: 04/15/2016

Location: Marion County

Full/Part Time: Full-Time

Salary: $14,378.00

City/County/St: Indianapolis, Marion County, IN

Hire Salary: $12.00/hour

To Apply

Job Description:

This is a position assigned primarily to support the administrative needs of the Stewardship Section in Indiana State Parks (interpretation, natural and cultural resource management, volunteers/partnerships, land use planning and communication).

Responsibilities:

Compilation of data and management of databases in Excel, Filemaker or Word including but not limited to land acquisition data, state fair booth staffing, volunteers hours and partnership funds, natural resource acres managed, archival records, etc.

Posting of property and division wide events on the DNR web calendar.

Assistance with web content review and additions.

Assistance with the production of fliers, media releases and other publicity materials.

Preparation of social media posts under the guidance of the Deputy Director for Stewardship.

Completion of travel vouchers, purchasing requests, purchasing card reports, program/training registrations and other administrative and financial documentation as needed.

Printing, filing, mailing, and other basic administrative duties as assigned for all Stewardship areas.

General tracking and oversight of State Park Site Change Requests.

Use of DNR Webmaps and GIS to prepare property boundary maps under the guidance of the Landscape Planner.
Organizing historic slides and archival materials under the guidance of the Chief of Cultural Resources. Assistance with state fair booth development, scheduling and operation under the guidance of the Chief of Interpretation.

Administrative assistance for the Indiana Master Naturalist program under the guidance of the Volunteer Coordinator.

Production of volunteer certificates and distribution of volunteer materials as requested.

Respond to emails and phone calls regarding stewardship and/or division issues as requested.

Assistance with other stewardship and general state park central office administrative duties as assigned.

**Preferred Experience:**

Communication skills that encompass speaking, writing and relating to a broad range of audiences.

Basic understanding of the mission, goals and operation of Indiana State Parks.

Familiarity with social media and guidelines for its use.

Basic to advanced ability to compile data sets for decision making and reporting purposes and, in some cases analyze and interpret data.

Firm command of Word, PowerPoint, and Excel and general familiarity with GIS technology.

Ability to develop and maintain effective, cooperative and productive work relationships.

Organizational skills in planning and coordinating a variety of projects simultaneously.

Ability to react to a rapidly changing work environment.

Ability to anticipate problems and initiate corrective actions.

Ability to recognize issues and problem-solve/recommend resolutions.

Ability to work in a team setting and accept direction from several team/project leaders.

Periodic attendance in meetings and field days at different properties; occasional overnight travel may be required.

**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer.