

Temporary Employment Opportunity
Washington State University
King County Forest Stewardship Program Coordinator
(30 hours weekly April 16, 2015 – December 31, 2016)

Title: Temporary WSU Extension Forestry Program Coordinator

Closing Date: 3/29/2015

Effective Dates: 24 hours/week Begin: 04/15/2015 End: 12/31/2016

Organization and Location: WSU King County Extension, Renton, WA. Travel required and reimbursed.

Salary: \$2,250/mo + benefits

Reports to: Regional Extension Forestry Faculty

Duties and Essential Functions:

- Set-up, coordinate, and evaluate public forestry education programs in south King County and Vashon Island in partnership with Extension faculty.
- Arranging program logistics, including booking speakers and facilities, preparing materials, and registering participants.
- Collect, analyze, and report on program evaluation data.
- Develop budgets for workshops and trainings.
- Develop and maintain partnerships, collaborations and networks that support the successful delivery of Coached Planning and other Forest Stewardship workshops and future programming in the region.
- Develop project reports, newsletter, public presentations, training modules, educational materials, marketing materials, grant applications, public workshops, news releases, web pages and other communication pieces as needed. Be accessible for questions from the public and news media.
- Maintain working knowledge of forest stewardship topics and general natural resource management.
- Other duties as assigned.

Required Qualifications and Application Procedures:

Please visit <https://www.wsujobs.com/postings/17403>

Questions: Please contact Kevin Zobrist at 425-357-6017 or kevin.zobrist@wsu.edu