



JOB DESCRIPTION

POSITION: Outreach and Education Coordinator

WAGE: starting \$22.57/hour (Dependent on education and experience)

SUPERVISOR(S): Wisconsin Tribal Conservation Advisory Council, Executive Director

JOB SUMMARY: Through cooperative agreements and grants with federal, state, private, and public funders, the Wisconsin Tribal Conservation Advisory Council (WTCAC) Outreach & Education Coordinator coordinates with numerous Tribal, federal, state, private, public, and Tribal College partners to formulate and deliver trainings and educational events virtually and in-person to Tribal Nation staff and producers focusing on natural resources, agricultural, and conservation needs. The WTCAC Outreach & Education Coordinator takes the lead in developing these outreach programs and facilitates the training sessions. This position is contingent upon secured grant funds.

DUTIES AND RESPONSIBILITIES:

1. Coordinate, develop and implement outreach trainings and educational events on Tribal Lands in Wisconsin focusing on natural resources, agricultural, and conservation needs for Tribal Nations in Wisconsin.
2. Survey and evaluate training and capacity needs of Tribal Nations in Wisconsin focusing on natural resources, agriculture, and conservation.
3. Maintain working relationships with partners; to include, but not limited to Tribal, Federal, State and Private Organizations fostering training opportunities on natural resources, agriculture, and conservation needs for the Tribe.
4. Assist with the WTCAC Internship and Apprenticeship programs.
5. Collaborate with WTCAC staff and organizational partners to search for grant opportunities and prepare grant proposals.
6. Maintain records of training accomplishments, participants, and activities pertaining to grant deliverables.
7. Complete quarterly, semi-annual, and annual grant narrative reports with WTCAC staff.
8. Provide support and participate in the WTCAC Board and Sub-committee meetings.
9. Participate in Tribal, State, and regional committees.
10. Develop and distribute outreach and educational information on social media platforms, newsletters, and website.



**The duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.*

KNOWLEDGE AND EXPERIENCE WITH:

1. Tribal governments and programs
2. USDA Agencies and programs
3. Environmental, conservation, and agricultural practices

QUALIFICATIONS:

1. A four-year degree in biological sciences or related field and at least one year of previous environmental, conservation, and agricultural experience.
2. Skill in oral and written communication to advise, train, consult, inform, and coordinate with Tribal, federal, state, private, and public partners.
3. Ability to multitask with several project details at once with skill in project management and event coordination.
4. Computer skills such as virtual meeting platforms, G suite, word processing, spreadsheets, and social media.
5. Grant writing and management experience.
6. Must have a valid driver's license, reliable vehicle, vehicle insurance coverage, and maintain driver's license as a condition of employment.

PHYSICAL REQUIREMENTS: Occasionally, must be able to work long days. Physical ability to lift and carry 20 lbs.

TRAVEL REQUIREMENTS: Travel to sites throughout the State of Wisconsin using personal vehicle. All business-related travel mileage is reimbursed at the federal rate. Per diem is also reimbursed for meals and incidentals at the standard GSA rates.

NATIVE AMERICAN PREFERENCE FOR WISCONSIN TRIBAL MEMBERS WILL BE APPLIED IN THE CASE OF EQUALLY QUALIFIED APPLICANTS, BUT ALL QUALIFIED APPLICANTS WILL BE CONSIDERED.

APPLICATION SUBMITTAL REQUIREMENTS: Cover letter and resume

E-MAIL APPLICATION MATERIALS TO jmears@wtcac.org

ATTENTION: Outreach & Education Coordinator

DEADLINE: until filled