



**Forest Stewardship Program
Outreach Assistant Position
Educational Program Coordinator I**

**University of New Hampshire Cooperative Extension
Job # 0901633**

The University of New Hampshire is committed to creating a more diverse community, knowing that "inclusion, diversity, and equity are values inextricably linked to our mission of educational excellence."

Location: UNH Cooperative Extension located on the main campus, Nesmith Hall, Durham, NH

Summary

This is an 80% time, benefits-eligible position, including professional development, group health, disability, life insurance, and the USNH retirement plan.

Supervised by the Extension Forestry Specialist, this person assists in the planning, organizing and coordinating assigned reporting, marketing and educational activities for the UNH Cooperative Extension Forest Stewardship Area.

Application Review: Closing date is May 31, 2013 and application review will begin immediately and continue until a suitable candidate is selected. Those selected for interview will be asked for three letters of reference and official transcripts. Background check may be required prior to employment.

Travel:

Travel required to site-specific locations for interactions with clientele, programs, events and meetings. Personal vehicle in compliance with all New Hampshire regulations and automobile liability insurance coverage also required.

Duties and Responsibilities:

Report-related

1. Collect necessary reporting data, compile, analyze and develop reports for cooperating agencies and organizations.
2. Maintain necessary records and files.

Marketing-related

1. Develop and maintain exhibits, displays and other outreach materials.
2. Maintain, update and develop content for the Forest Stewardship Area's website, facebook, twitter and other social media.
3. Conduct public outreach and marketing on behalf of the Forest Stewardship Area in coordination with staff in the program area, UNH Departments with subject matter expertise, and UNHCE communication and marketing staff (e.g., via news releases, web presence, brochures, etc.).

Education-related

1. Coordinate the Forestry Information Center, including answering inquiries via phone, email and written correspondence, making appropriate referrals to UNH Cooperative Extension resources such as the Plant and Arthropod Diagnostic Labs, the Education Center and other staff.
2. Participate in the collection of data and/or conduct surveys on program activities for evaluation purposes.
3. Assist in the organization and delivery of seminars and workshops.
4. Assist in developing, designing, writing and editing brochures, reports and other educational materials for publication and distribution.

Technical Support-related

1. Maintain databases necessary for reporting.
2. Provide staff technical support as needed.

Other

1. Perform related duties as assigned.
2. Participate in professional development to maintain and enhance skills needed.

Minimum qualifications

1. A bachelor's degree, preferably in forestry, wildlife, environmental conservation, or related field.
2. Two years of experience in planning, organizing and coordinating educational programs.
3. Strong written and verbal communication skills.
4. Strong administrative ability.
5. Experience working in a collaborative office environment.
6. Proficient in microsoft applications (e.g., Microsoft Word, Excel, Access, Powerpoint) with an emphasis on the structure and function of Access databases.
7. Valid driver's license.

Additional Desirable Qualifications

1. Familiarity with New Hampshire forestry and wildlife agencies, organizations and businesses.
2. Familiarity with other computer programs a plus (e.g., Drupal web software, suite of Adobe software, ArcGIS)

How to Apply: A full position announcement and instructions on how to submit an application for this position can be found on-line at jobs.usnh.edu

Use job # 0901633. Cover letter and resume may be electronically attached with application. Computer access/assistance is available at the Human Resources Office, 2 Leavitt Lane, Durham NH 03824 or call 603-862-0501 (TTY Users 603-862-3227). UNH is an AA/EEO Employer. UNH is committed to excellence through the diversity of its faculty and staff and encourages women and minorities to apply.

Inquiries may be directed to Karen Bennett at 603-862-4861.