

**Sustainable Forests Education Cooperative
University of Minnesota, Cloquet Forestry Center**

Education Program Specialist

Job Details

Sustainable Forests Education Cooperative, Education Program Specialist

Job Code: 9745S1

Job opening ID: 335294

Appointment: This is a full-time, annually renewable for 40 hours per week, based at the University of Minnesota's Cloquet Forestry Center, Cloquet Minnesota. The position does sometimes require working flexible hours and may include a few nights per year of overnight travel.

MUST apply online at: <https://humanresources.umn.edu/content/find-job>

Enter job opening ID: 335294 in the Search Jobs field

Travel: Some travel in a personal vehicle will be required. Travel reimbursement will follow University policy.

About the Department

The Sustainable Forests Education Cooperative (SFEC), located at the University of Minnesota's Cloquet Forestry Center, has been offering continuing education opportunities to natural resource professionals in a broad range of fields - forest ecology and management, wildlife biology, forest hydrology, botany, best forest management practices, technology transfer, human dimensions, and others since 1997. These offerings include webinars, symposia, field days, workshops, and conferences. As an educational cooperative administered and supported by the University of Minnesota, SFEC has over 40 member organizations. Our offerings are designed to advance sound, well informed natural resource management based on member needs and issues. Most of our offerings are held in Minnesota, but we occasionally offer events throughout the Upper Midwest and adjacent Canadian provinces.

ABOUT THE JOB

Position Overview and Responsibilities:

70% - Continuing Education Program Development and Delivery

- Design, deliver, and evaluate science-based continuing education programs and other learning opportunities for natural resource professionals. Collaborators include university faculty, staff, SFEC member representatives including agencies and other public and private organizations throughout the state and region. Programs will promote the use of principles including ecology, silviculture, sustainability, and landscape-level management, in forest management decision-making.
- Focus educational programs to reach primarily professional natural resource managers including forest and wildlife managers, water resources specialists, consulting foresters, ecologists, and professionals in allied fields.
- Employ a variety of educational design and delivery methods appropriate to the issues, opportunities, and audiences in the region and state. These include online, in-person, and hybrid delivery methods.
- Ensure that SFEC programs, facilities and committees are accessible to new, diverse, and historically underserved audiences.

20% - SFEC Communications

- Work with the SFEC manager on communications strategy, content development, and related activities that advance SFEC's mission and help to meet stated program outcomes and impacts.
- Ensure appropriate use of UMN branding and communications standards in SFEC communications including instructional materials, course websites, and printed materials.

10% - Scholarship and Professional Service

- Produce original scholarly work including but not limited to publication in peer-reviewed journals and other scholarly outlets.
- Engage in internal and external (to the University) professional service activities related to the position profession.

Required Qualifications:

- Master's degree is required. At least one degree must be in a discipline related to forest, wildlife, or plant ecology, forestry, or natural resource management. Must have at least one or more years of related professional experience.
- Demonstrated commitment to diversity and inclusion.
- Demonstrated ability to facilitate learning online and in-person, including managing commonly used audiovisual equipment and video conference platforms.
- Demonstrated ability to manage complex projects including educational events and sponsored projects (grants).
- Demonstrated ability to develop and maintain positive working relationships with Colleagues, learners, and various other stakeholders.
- Experience following proper protocols in working with confidential materials.
- Skill producing and editing content using software such as Microsoft Office Suite and commonly used web-based content and learning management systems.
- Demonstrated strong oral and written communication skills.

Preferred Skills and Abilities:

- Three or more years' experience related to forest, wildlife, or plant ecology, forestry, or natural resource management, or professional experience in natural resources research or management.
- Experience evaluating nonformal educational programs.
- Demonstrated ability to translate complex research results into information products accessible to non-research audiences.
- Experience working with SFEC member institutions or Minnesota's natural resource management community.
- Experience with UMN-supported web-based content and learning management systems, currently Drupal and Canvas, respectively.
- Demonstrated ability to communicate effectively with diverse audiences.
- Ability to multitask and prioritize with an adherence to deadlines.
- Experience with event planning, logistics, and implementation.
- Demonstrated ability to work as a team member or independently as required

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U:

<http://diversity.umn.edu>