Job Class: State Program Administrator Principal

Working Title: Hunter and Angler R3 Coordinator

Job ID: 15271
Location: St. Paul
Full/Part Time: Full-Time
Regular/Temporary: Unlimited
Who May Apply: Open to all qualified job seekers
Date Posted: 08/02/2017
Closing Date: 08/22/2017
Hiring Agency/Seniority Unit: Department of Natural Resources
Division/Unit: Fish and Wildlife, Central Office / F&W Outreach
Work Hours: 8:00 a.m. - 4:30 p.m.
Days of Work: Monday - Friday
Travel Required: Yes
Salary Range: $25.22 - $37.16/hourly; $52,659 - $77,590/annually
Classified Status: Classified
Bargaining Unit/Union: 214-Professional/MAPE
Work Location: St. Paul
FLSA Status: Exempt

Connect 700 Program Eligible: Yes

Job Summary

This position provides vision and leadership for developing hunter and angler recruitment, retention and reactivation (R3) strategies for the DNR Division of Fish and Wildlife Outreach Section. This position provides expertise and collaborates with DNR staff and external partners to further develop and advance Minnesota’s hunter and angler R3 strategies and build capacity for implementing best practices across all partners. The position will plan, coordinate and implement DNR’s R3 initiatives in collaboration with others, specifically by convening meetings for strategic planning, and sustaining partnerships, directing grant programs including tracking, developing and administering evaluation strategies, developing and conducting trainings and other initiatives to build capacity for internally and externally successful R3 outcomes. This position will be seen as the state subject matter expert in R3 best practices.

Minimum Qualifications:

Bachelor’s degree in Education, Marketing, Social Sciences, Natural Resources or a closely related field.
Three years of experience in planning, implementing, and measuring the success of new or large initiatives or programs, products and services.

Experience in building successful working relationships with local as well as statewide entities and organized groups.

Experience presenting complex data and information in an understandable manner to a wide variety of audiences.

Highly developed human relations and collaborative skills to effectively work with diverse interests in settings with multiple outcome goals.

Team building and leadership skills necessary to bring together diverse interests to accomplish common objectives.

Project management skills sufficient to demonstrate ability to manage multiple complex projects at various stages of completion at one time.

Group facilitation and negotiation skills sufficient to resolve conflict and model correct processes.

Experience using Microsoft Office products sufficient to prepare and deliver essential communications.

**Preferred Qualifications:**

Advanced degree in Human Dimensions of Natural Resources.

Master's degree in Education, Marketing, Social Sciences, Natural Resources or a closely related field.

Experience in planning, implementing and measuring the success of angler and hunter recruitment, retention and reactivation programs at a regional, statewide or national level.

Knowledge of governmental budget and legislative processes sufficient to consolidate multiple program activities and to propose department and legislative initiatives to meet current and future program needs.

Working knowledge of techniques for reaching out to diverse clientele from various ethnic and socioeconomic backgrounds and various levels of ability.

Knowledge and experience participating in outdoor recreational activities such as hunting and fishing to effectively design, evaluate and teach skill-building program models.

Experience developing and/or coordinating a volunteer program, including recruitment, training, evaluation and recognition.

Significant knowledge of natural resource and outdoor recreation topics and issues.

**Physical Requirements**

Requires occasionally lifting and/or carrying such articles as file boxes and heavier materials (e.g., boxes of printed materials, hunting and fishing equipment) with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time.

**Additional Requirements**

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Department of Natural Resources that those offered employment submit to a background check prior to employment. All job offers are contingent upon passing the following components:
1. Criminal history check
2. Driver’s license history
3. Reference checks

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click “Apply” at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to http://www.mn.gov/careers.

If you are a Connect 700 applicant, please submit your certificate to Elyse Anderson at elyse.anderson@state.mn.us or fax to 651.296.6494 by the job posting close date.

Contact

If you have questions about the position, contact Deborah Beyer at deborah.beyer@state.mn.us or 651/259-5192.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.