

**Req Id:** 36630

**Job Title:** Engagement Specialist - Walnut Council, IFWOA & HTIRC

**City:** West Lafayette

**Job Description:**

**Job Summary**

The Department of Forestry and Natural Resources is seeking an Engagement Specialist. In this role, you will develop extension programs in sustainable forest management and forest stewardship consistent with the mission of the Department of Forestry and Natural Resources (FNR) and provide engagement leadership to the affiliated [Hardwood Tree Improvement and Regeneration Center \(HTIRC\)](#). Special emphasis for the programs will be placed on issues related to forest management and conservation facing private woodland owners. Work with state and federal agencies, non-government organizations (NGOs), Extension staff, and university scientists to develop and deliver science-based products for clientele. You will manage activities and operations for the [Indiana Forestry & Woodland Owners Association \(IFWOA\)](#) and the [Walnut Council \(WC\)](#).

**What You'll Be Doing:**

- Developing and implementing 2-3 extension programs for appropriate target audiences on topics related to forest management, with a special emphasis on private woodland owner concerns and needs. Topics and areas may include planning for succession/transfer of woodland ownership, public/landowner outreach related to the Hardwood Ecosystem Experiment (HEE) specifically or initiatives to create early successional habitat generally, and targeted opportunities for training/education in conjunction with conservation audiences and organizations such as Soil and Water Conservation Districts (SWCDs), county extension offices, and Cooperative Weed Management Areas (CWMAs)
- Annually develop extension deliverables such as peer-reviewed extension publications, videos, workshops and presentations. Conduct program evaluations, summarize and report
- Serving as official representative of HTIRC to establish working relationships with affiliated organizations
- Coordinating annual meetings and national/international research conferences and educational programs on behalf of the HTIRC
- Writing feature articles dealing with technological developments and other subjects of interest to HTIRC stakeholders
- Assisting with designing, implementing and maintaining websites for the HTIRC
- Serving as official representative of IFWOA and WC to establish working relationships with affiliated organizations
- Serving as manager of the associations with these duties: Recommending strategic directions for the board of HTIRC and the board of WC by monitoring factors influencing the decisions of forestland owners and timber producers; serving as board of director secretary, acting as a non-voting member, and serving as a member of boards of foundations associated with HTIRC and WC; arranging for board of director meetings, annual conferences, and education programs; developing and administering membership recruitment programs for HTIRC and WC; administering dues collection and disbursing funds as needed; producing newsletters and writing feature articles dealing with policy issues, research, technological developments, and other subjects based on tracking government and industry developments; and designing, implementing and maintaining websites and social media

**What We're Looking For:**

- Masters degree in one or more of the following: forestry, natural resources, environmental science, wood products, business, or education/outreach

- 2 years of experience with forestry and forest products industry
- Strong communications in all mediums and office management skills
- Highly organized, capable of working with minimal supervision, fluent with MS Office software, website design and maintenance
- Excellent verbal and written skills
- Ability to develop and nurture relationships with industry, private landowner, agency, and other professional land management clientele

#### **Nice to Have:**

- Experience working with nonprofit organizations and academic institutions; accounting; event planning and management and experience in web- and social-media communication

#### **What We'd Like You to Know:**

- Learn more about [Purdue's benefits summary](#)
- Purdue will not sponsor employment authorization for this position
- A Background Check is required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contributions Waiting Period
- Purdue University is an EO/AA university. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

***When you join Purdue University, you join a community that keeps moving forward. For more than 150 years, we've been known for not only our groundbreaking work in STEM research, but also for our collective imagination, ingenuity and innovation.***

#### **Career Stream**

Professional 3

Pay Band S065

Link to Purdue University's compensation guidelines:

<https://www.purdue.edu/hr/mngcareer/compguidelines/index.php>

Job Code #20003124

Link to Career Path Maker: <https://www.purdue.edu/hr/careerpathmaker/>

\*Effective August 1, Purdue implemented a new background screen policy: any internal transfer will receive a new background screen if one has not been run within the last year.

#### **Who We Are:**

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#### **EO/AA:**

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