



Position Description
0.5 Outreach Coordinator, Great Plains Fire Science Exchange
December 2017

Job Summary. The Great Plains Fire Science Exchange (GPFSE) is one of 15 exchanges in the Fire Science Exchange Network whose primary funding is by a 3-year Joint Fire Science Program grant. (GPFSE) initiates and assists with fire science and management knowledge transfer within the Great Plains fire community, and encourages the use of best available knowledge in decision making and implementation. Grant renewal opportunities may be available. The outreach coordinator will identify and engage stakeholders throughout the tribal lands and 10 states included within the Exchange boundaries, to increase regional fire knowledge and skills. The GPFSE is pivotal in locating and disseminating fire-related science among researchers, policy makers, agencies, landowners, and general audiences.

This position offers a wide variety of responsibilities including working with professionals in the fire, education, policy, agricultural, and media communities throughout the Great Plains. The successful candidate will show evidence of previous science communication and outreach work, and possess the ability to work independently. Good writing and editing skills, a desire to learn, think creatively, and communicate effectively with a wide range of audiences are necessary attributes. The position offers excellent opportunities for skill development. This position will report directly to the Project Manager/PI.

Key Responsibilities.

1. Professionally represent Great Plains Fire Science Exchange in a variety of situations and media.
2. Establish and maintain communications and outreach related to ecological fire.
3. Identify audiences and areas where fire science information is needed and provide information and training, promoting additional research where information gaps exist.
4. Create, update, and maintain electronic communications.
5. Create and maintain databases and collect and analyze evaluation data.
6. Assist with fulfilling grant requirements.

Required Attributes.

1. Knowledge of Great Plains ecosystems, especially grasslands.
2. Familiarity with the need for and application of fire in the Great Plains.
3. A B.S. degree in a related field of study.
4. Reliable, accurate, and willing to expend effort to accomplish goals.
5. Create positive partnerships, working on teams as well as individually.
6. Use of scientific journal databases.
7. Hiring and supervision of temporary/student workers.
8. Clear, accurate, and compelling writing skills.
9. Competence in social media, website, and other electronic communications.
10. Budget planning and evaluation of projects and activities.
11. Prioritizing of highly varied workflow.

12. Overnight travel required
13. Work within K-State or equivalent institutional policy and procedures.

Desired Attributes.

1. Established university and agency network within the fire community.
2. Experience in working with research, outreach, and communications professionals.
3. A M.S. degree in a related field of study.

Location. The outreach coordinator will be located within the designated boundaries of the GPFSE. Access to university services is a plus, and association with a land-grant institution with an Extension program is highly desirable.

Position Parameters. Position is funded through September 2019. Subsequent funding is subject to a successful grant renewal. Position will be half time (0.5) with potential for an additional tenth (0.1) dependent on funds during the grant period. Salary will be comparable to other Agricultural Extension Assistant positions at Kansas State University. The successful applicant will be a State of Kansas employee and eligible for the standard Kansas State University benefit package or its equivalent at another institution.

How to Apply: Send resume or CV, 1 page cover letter, and electronic copies of university transcripts to: Carol Baldwin carolbaldwin@ksu.edu . Review of applicants will begin January 1, 2018. A hiring decision is anticipated by January 31, 2018.