

Job Specification

EDUCATION SPECIALIST

WASHINGTON STATE NOXIOUS WEED CONTROL BOARD

Scope:

Acts as the chief educational and outreach specialist for the Washington State Noxious Weed Control Board (WSNWCB). Coordinates and supplements the educational and outreach efforts of county and regional noxious weed control boards and weed districts to promote noxious weed and weed law awareness. Represents the Board to the general public and technical audiences. Assists the Executive Secretary in the implementation of the statutes, administrative rules, and policies of the state noxious weed program. Performs other duties as assigned by the Executive Secretary. This position requires statewide travel and occasional evening and weekend work. The position is exempt from civil service.

Typical Work:

1. Increase public awareness about noxious weeds and noxious weed laws by developing educational materials including brochures, posters, signs and displays, and by using public service announcements, news releases, radio and television interviews, the internet and other media. Assist in pursuit of grant money for educational efforts.
2. Maintain and use WSNWCB website as informational hub to disseminate information about WSNWCB activities, noxious weeds, noxious weed control, weed laws, statewide noxious weed-related events, and literature availability.
3. Coordinate and supplement educational efforts of county noxious weed control boards and weed districts, focusing on empowering local boards and districts to provide local education and training activities.
4. Assist in planning, preparation, and presentation of programs and training for noxious weed control, specific weed species, and the role of the WSNWCB for the media, technical audiences, and public interest organizations.
5. Assist in the development of statewide approaches to selected noxious weeds and in the preparation of the state noxious weed list.
6. Assist in the preparation and development of the WSNWCB biennial report and in accountability reporting during budget development.

Knowledge and Abilities:

Knowledge of: Federal and state statutes and rules related to the control of noxious weeds. Identification and control of Washington State noxious weed species. Computer graphics and

website design and maintenance. Layout of educational and promotional materials. Graphic arts and printing methods and materials.

Ability to: Synthesize technical information and present it effectively to non-technical audiences. Determine the most appropriate methods and techniques to publicize and promote WSNWCB programs and increase public awareness of noxious weeds and noxious weed laws. Communicate effectively both orally and in writing. Prioritize multiple demands.

Minimum Qualifications:

A bachelor's degree in weed science, agronomy, horticulture, botany, agricultural science, or a closely allied field is required.

Four years of experience in weed science, agronomy, horticulture, botany, agricultural science, or a closely allied field is preferred.

Compensation/Benefits:

Salary range is \$2935 to \$3841 per month. Washington State also offers a comprehensive benefit package that includes membership in the state retirement system, a tax-deferred compensation program, leave package, and a full array of health, dental, disability, and life insurance coverage.

Location:

Olympia or Yakima preferred.

Application Procedure:

Submit a letter of interest, resume, three professional references with current contact information, and samples of previously created outreach material if available. No phone calls, please. **Materials must be received by 5 p.m. on February 22, 2008 by:**

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