

**State of Washington
Dept. of Natural Resources
invites applications for the position of:
Evergreen Communities Coordinator, PS3**

careers.wa.gov
Working for Washington State

SALARY: \$4,425.00 - \$5,960.00 Monthly
\$53,100.00 - \$71,520.00 Annually

OPENING DATE: 08/04/22

CLOSING DATE: 08/18/22 11:59 PM

DESCRIPTION:



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES



Evergreen Communities Coordinator, Program Specialist 3

Recruitment #2022-8-7991

Full-time, Permanent, Represented position

Location: Natural Resources Building- Olympia, WA

Telework and location flexibility may be considered

Want to join something GREAT and make a difference?

The Washington Department of Natural Resources (DNR) has an exciting opportunity in our Forest Resilience Division's Community and Landowner Assistance Section, Urban and Community Forestry Program. **The DNR Forest Resilience Division is seeking a motivated individual to oversee our division-based Urban Forestry recognition programs and work with partners to ensure successful program implementation.**

The Urban and Community Forestry (UCF) Program works to educate Washington State residents and decision-makers about the economic, environmental, psychological, and aesthetic benefits of trees and to assist local government, community groups, and volunteers in planting and sustaining healthy trees and vegetation wherever people live, work, and play in Washington State. The mission of UCF is to provide leadership to create self-sustaining urban and community forestry programs that preserve, plan, and manage forests and trees for public benefit and quality of life.

As part of this division and program, you will work along side a talented team of professional planners, scientists, and implementers providing service to local, state, private, and federal partners to increase the resiliency and health of Washington's forests and landscapes. In this position, you will be part of a team focused on providing services to those managing urban forests throughout Washington. The UCF Program helps manage a number of recognition programs to honor and acknowledge Washington communities and organizations that work to proactively plant and care for trees. You will serve as the primary point of contact for UCF recognition programs including Evergreen Communities, Tree City USA, Tree Line USA, Tree Campus USA-Higher

Education and others. This position works with the program team under the supervision and guidance of the Urban Forestry Special Projects and Outreach Specialist.

Our **Evergreen Communities Coordinator** is the statewide specialist for and leads the development and implementation of the new Evergreen Community Recognition Program which will include developing the identity of the program, establishing the application process, creating program award materials, and drafting outreach materials to promote the program. The Evergreen Communities Coordinator will manage the acceptance, approval, and processing of applications to the Evergreen Communities Recognition Program as well as applications to other similar programs from the Arbor Day Foundation such as Tree City USA, Tree Line USA, and Tree Campus USA—Higher Education. This position reports to the UCF Special Projects & Outreach Specialist to support a larger body of work which includes maintaining the UCF Program website, social media promotions, drafting articles and community success stories, creating and delivering educational presentations, coordinating celebrations of Arbor Day and Urban & Community Forestry Month, and developing broader education and outreach strategies for the UCF Program.

DUTIES:

Responsibilities:

- Develop a plan for implementation of the Evergreen Communities Recognition Program.
- Plan, implement, and manage an equitable, robust Evergreen Communities application system.
- Draft marketing strategies and work with vendors to create materials to facilitate advertisement and outreach.
- Facilitate the application and award process of all UCF recognition programs.
- Coordinate with the Arbor Day Foundation, US Forest Service, Washington Community Forestry Council, and others on implementation of urban forestry recognition programs in Washington State.
- Track and analyze program and participation data for reporting and program improvement purposes.
- Plan, implement, and coordinate celebration activities for Arbor Day in April and Urban & Community Forestry Month in October.

QUALIFICATIONS:

Required Qualifications:

- A bachelor's degree in project management, communications, urban planning, social science, environmental science, or similar field AND 2 years of professional experience managing programs, projects, or similar work.
OR An equivalent combination of education and professional experience.
- Experience with records maintenance and retention.
- Experience and skills in customer service.
- Experience and skills managing data and information; basic data analysis skills.
- Experience of effective oral and written communications and can convey messages clearly and persuasively. Excellent public speaking skills.
- Experience responding to and interacting in a positive, responsive, cooperative, collaborative manner with the public and other professionals (both inter-organizational and interdisciplinary).
- Proficient with computers and Microsoft Office applications including SharePoint.
- Works well independently and effectively manages multiple tasks at different stages.
- Organizational management - has a strong understanding and ability to organize efficiently and the ability to develop or use systems for tracking implementation and accomplishments of several complex projects.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication

- o Inspire Others
- o Commitment to Excellence

Conditions of Employment:

- Most work is performed indoors in office environments but may occasionally include other settings.
- Travel is not required however there may be opportunities to meet with constituents at site visits and events statewide.
- Employees of the Department of Natural Resources (DNR) are required to be fully vaccinated against COVID-19 as a condition of employment. This position is based in an office/fieldwork setting and requires in-person attendance/interactions with no option for full-time telework. Please note that any offer of employment is contingent upon you providing verification of your vaccine status. No start date will be approved until you verify your status.

Desired Qualifications:

- Professional experience working with or for a federal, state, or municipal government, or non-profit organizations.
- Experience with forest health issues such as insects, diseases, invasive species, drought, wildland fire, etc. and general UCF knowledge of tree inventories, canopy analysis, urban forest management plans, and tree plantings.
- Experience working with underserved or historically marginalized residents, neighborhoods, or communities; firm understanding of social and environmental justice issues.
- Experience with Geographic Information Systems (GIS), including ArcMap, Survey123, and Collector, and other mapping tools to document work and convey information to non-technical audiences.

SUPPLEMENTAL INFORMATION:

[About the Department of Natural Resources \(DNR\).](#)

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion. With nearly 1,500 employees in locations throughout Washington, we manage and protect more than 5 million acres of state-owned forest, range, commercial, agricultural and aquatic lands.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of those include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments

- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Application Requirements:

- To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above). You must complete the entire online application to be considered for the position.
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired and special requirements.
- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include with resume.
- Complete all supplemental questions.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

The Department of Natural Resources is an Equal Opportunity Employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Persons needing accommodation during the screening process or this announcement in an alternative format may contact DNR Recruiting staff at (360) 522-2500 or (360) 522-0143 or by email at DNRrecruiting@dnr.wa.gov. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington State Telecommunications Relay Service (TRS) at 1-800-833-6388 or www.washingtonrelay.com.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Questions? Please contact Ben Thompson at ben.thompson@dnr.wa.gov or Daria Gosztyla at 360-481-7399, daria.gosztyla@dnr.wa.gov or e-mail us at DNRrecruiting@dnr.wa.gov

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855)524-5627 or email CareersHelp@des.wa.gov.

Evergreen Communities Coordinator, PS3 Supplemental Questionnaire

- * 1. Please describe what interests you about the Department of Natural Resources.
- * 2. Please describe what a diverse and inclusive work environment means to you.
- * 3. Do you have a Bachelor's degree in project management, communications, urban planning, social science, environmental science, or similar field AND 2 years of professional experience managing programs, projects, or similar work? OR An equivalent combination of education and professional experience?

- Yes
 No
- * 4. Please describe your experience planning, implementing or growing recognition programs.
- * 5. Do you have experience with records maintenance and retention?
 Yes
 No
- * 6. Do you have experience and skills in customer service?
 Yes
 No
- * 7. Do you have experience and skills managing data and information; basic data analysis skills?
 Yes
 No
- * 8. Do you have experience of effective oral and written communications and can convey messages clearly and persuasively?
 Yes
 No
- * 9. Do you have experience responding to and interacting in a positive, responsive, cooperative, collaborative manner with the public and other professionals (both inter-organizational and interdisciplinary)?
 Yes
 No
- * 10. Are you proficient with computers and Microsoft Office applications including SharePoint?
 Yes
 No
- * 11. Where did you hear about this job posting?
 www.dnr.wa.gov
 www.careers.wa.gov
 WA WorkSource office or WorkSourceWA.com
 Governmentjobs.com
 Monster
 Indeed
 LinkedIn
 Facebook
 Twitter
 College/university website/career fair
 Handshake
 Newspaper
 Direct Email Notification
 Statewide Employee Business Resource Groups (BRG)
 Professional/Personal Network
 Job Board
 Job Fair
 Zip recruiter
 Diversity.com
 Other (please specify below)
12. If you answered "other" to the previous question, please specify how you learned of this employment opportunity in the space below.

* Required Question