

# Training Coordinator

## WSCC Center for Technical Development

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### About us

The Center for Technical Development (CTD) started as (and still is!) a small group of passionate Conservation District (CD) staff from around Washington state who believe in helping advance and support the professional and technical needs of CD staff. Our goals are to:

- Provide resources for Conservation District employees to utilize to improve their skills and knowledge
- Identify opportunities for streamlined systems that all Conservation Districts can take advantage of
- Establish priorities and identify where state Conservation Districts can grow to ensure they remain a well-informed resource for landowners

The Washington State Conservation Commission (WSCC) established the CTD for the purpose of ensuring that Conservation Districts and employees have the proper tools and expertise to consistently plan and implement conservation programs in collaboration with the WSCC, Conservation Districts in Washington State, Washington Association of District Employees (WADE), the Washington Association of Conservation Districts (WACD), and other key conservation partners.

### About the role

The CTD works to enhance professional growth and knowledge for Conservation District staff in Washington state. The Training Coordinator contributes to the success of the program by assisting in the identification of training needs, development, implementation, and coordination of training initiatives, collaborating with subject matter experts, and supporting conservation district staff in their professional development. This role involves active participation in and with the CTD Leadership Team, providing valuable insights and collaborating to shape the program's direction, and will work closely with the CTD Training Program Manager. The ideal candidate will be passionate about conservation and natural resources, be willing to learn, adapt, and change based on new information, be transparent and open, and work well in a team and independently.

The Training Coordinator will work closely with existing CTD members and partners to identify training needs and develop and deliver training events to District staff across the state. Training may be held in person, virtually, or a combination of the two. The Training Coordinator will also provide assistance to District staff through the Conservation Planner certification process, developing and distributing training and related resources.

## Essential Job Functions

As a Training Coordinator, you will play a pivotal role in shaping our training and professional development initiatives. Your primary responsibilities will include:

### Training & Certification Programs

- Plan, organize, and facilitate training events:
  - Participate in curriculum planning and development as appropriate.
  - Create course timeline and budget, draft Task Orders as needed.
  - Manage course communications and resources.
  - Schedule speakers and panelists; coordinate with and support training cadre.
  - Create agenda documents, session manager agenda, general participant agenda, and speaker list.
  - Manage on-site logistics requests and communications.
  - Manage and distribute resources and materials for attendees.
  - Provide support to course attendees and speakers post-event as needed.
- Notify appropriate staff of relevant upcoming training opportunities and create course rosters.
- Work with the Training Program Manager and Subject Matter Experts (SMEs) to support CTD Planner Certification program.
- Maintain a web-based CTD Training Library.
- Collaborate with the WSCC Science Team and Science Hub to aid in development and delivery of relevant and timely training events for district staff.
- Work with the Training Program Manager to monitor and evaluate the effectiveness of training initiatives, gather feedback, and make recommendations for improvement.

### Communications & Outreach

- Create and maintain standard processes for review, update, and distribution of training and certification materials.
- Maintain and update the CTD website as appropriate.
- Curate and send the CTD newsletter each month and send special email announcements as needed.

### Support & Coordination

- Maintain the CTD Personnel Database and support district staff users.
- Host and facilitate CTD Networking Forums as needed. Serve as a point of contact for district staff and provide support resources to forum leads.
- Actively participate in CTD Leadership Team meetings and activities.
- Collaborate with a wide variety of partners to identify, develop, and deliver training and training materials.
- Work with the Training Program Manager to seek supplemental funding for the CTD program.
- Work with the Training Program Manager, CTD Leadership Team, and others to develop and coordinate an implementation plan for CTD to develop a more robust and accessible Training Program.
- Other duties as assigned to support the CTD program needs.

## Minimum Qualifications

- Bachelor of Science (BS) or Bachelor of Arts (BA) degree in natural resources, environmental science, adult education, or related field, or 2 years of relevant professional experience.
- Demonstrated verbal, written and interpersonal skills in ability to effectively present information.
- Excellent interpersonal and communication skills, enabling collaboration with team members, subject matter experts, and stakeholders.
- Strong attention to detail with excellent organizational, time management and prioritization skills; demonstrated ability to develop and maintain standard, efficient work processes. Ability to prioritize and complete tasks independently.
- Strong analytical, problem-solving, and decision-making skills; ability to troubleshoot.
- Strong computer literacy and computer software skills. Ability to use Google Suite, Microsoft Office, Canva, Smartsheet, etc., and learn new technologies to perform the functions of the position.
- Willingness to engage in occasional travel for training sessions and collaborative meetings.

## Desired Attributes

In addition to the above qualifications, the following desired knowledge, skills, and abilities would make your application more competitive:

- Knowledge of the current land use practices and the resource management issues and challenges facing Washington state.
- Knowledge of conservation practices and principles, with experience working in the conservation field.
- Familiarity with NRCS conservation planner designation process.
- Experience in planning and organizing training events and conferences.
- Experience in facilitating meetings involving multiple diverse stakeholders, including both public and private entities.
- Ability to research and relay grant funding opportunities and assist with grant proposals as needed.
- Experience with populating and maintaining databases, especially Caspio.
- Working knowledge of basic website design and maintenance, especially with the Squarespace and Google platforms.

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## Working conditions

This position will serve Conservation District staff throughout Washington state and can be stationed anywhere within the state. Duty station (one of the 45 Conservation Districts) will be negotiated with the chosen candidate.

This position is multi-faceted, and requires a high level of motivation, versatility, and ability to work independently. This position involves regular periods of sitting at a desk while performing tasks on a computer, including data entry, communication via email and digital platforms, and other office-related responsibilities in alignment with the standard office work environment. Occasional outside work supporting field site tours or training may be required. Occasional travel for training sessions and collaborative meetings may also be required.

## Supervision

This position reports to the CTD Co-Chairs and may receive direction from the CTD Leadership Team. The position is funded through grant dollars and its continued status is contingent on successful funding past June 30, 2024. The Underwood Conservation District in White Salmon, Washington administers these grant funds, but the position may be hired out of any of the 45 Washington Conservation Districts. The position's host district (TBD) will also provide guidance and policy regarding general employment, compensation, and work station.

## Work schedule and status

This position is expected to work 40 hours per week. The normal CTD workday schedule is Monday through Friday, 8:00am-4:30pm, and flexibility within the weekday hours of 6:00am-5:00pm is possible.

This position is at-will and may be exempt under the Fair Labor Standards Act (FLSA). The position will receive all legally mandated benefits as well as any additional benefits offered by the specific duty station (Conservation District). Typical additional benefits might include paid holidays, paid sick leave, health insurance premium coverage, eligibility in WA Public Employees Retirement System (PERS), and others.

Pay range is anticipated to start at \$24-27 per hour, depending on qualifications, experience, and location. A workspace will be made available at the local duty station, and CTD supports working remotely as appropriate.

## To Apply:

Submit a PDF packet to to the [online form](#) that includes:

- A resume detailing your experience
- A letter of interest addressing the minimum and preferred qualifications
- Three references with contact information. Note: We will not contact references until after interviews.

Questions may be directed to Jan Thomas, CTD Co-Chair, at [info@wactd.org](mailto:info@wactd.org).

Open until filled. First review round will occur for applications submitted by October 12, 2023 at 5:00PM.