

Job Level	Conservation & Youth Education Specialist	Proj/Prog Management Level I
Oversight Received	<ul style="list-style-type: none"> <li>* Has authority for program management decisions pertaining to strategy and direction, engagement of external partners plus CSFS staff and other state PLT Coordinators, marketing, grant funding, and volunteer PLT Facilitator management, and accountability for program budgeting/implementation and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works with close oversight of project/program accomplishments</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Identify, research and apply for grant funding, as needed.</li> <li>* Assist in the development of publications, online videos, social media posts and news media releases as required.</li> <li>* Lead efforts of, take direction from, and serve as member of Colorado PLT Advisory and Implementation Council, including scheduling meetings and related logistics. Ensure long-term viability of council, and ongoing engagement of members.</li> <li>* Seek and integrate the latest social science to facilitate the effective transfer of conservation education information to diverse audiences.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May provide recommendation on analysis, project identification, design, communication, and integration for program</li> <li>▪ Identifies and escalates potential project/program hurdles and pitfalls</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Serve as Colorado's coordinator with the national PLT program.</li> <li>* Serve on state and national boards and committees to establish statewide and national guidelines and direction for the program.</li> <li>* Present to individuals and/or groups about forestry, conservation/environmental education, wildfire mitigation, urban tree care or other relevant topics, as needed.</li> <li>* Foster effective working relationships with landowners, communities, co-workers, and partners in other agencies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Single point of contact for programs, initiatives, or projects</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Provide strategic vision and leadership to enhance organizational capacity by managing all aspects of the PreK-12th grade PLT program for formal and non-formal educators. This includes program development, fundraising, workshop planning and facilitation, implementation, networking, marketing, evaluation, record keeping and reporting and developing partnerships.</li> <li>* Serves as a link between the CSFS State Office and agency areas/field offices for a broad range of outreach activities.</li> <li>* Provides conservation education expertise and support for the agency, landowners and cooperators as well as a diverse range of external partners including county, state and federal agencies; fire departments; non-governmental organizations; and other key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Impact of projects/programs is short term (within current year) duration</li> <li>▪ Program participation tends to be elective</li> <li>▪ Projects/programs may be sub-sets of larger institutional initiatives</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* Accountable for the allocation and tracking of a CSFS cash and revenue budget (less than \$30,000 annually).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommends and administers program budget</li> <li>▪ Program budget is small</li> </ul>
People Management	<ul style="list-style-type: none"> <li>* Supervises 0-2 part-time, hourly staff and manages efforts of 40-60 volunteer PLT Facilitators, who volunteer to assist with the Colorado PLT program.</li> <li>* Identify, train, develop and steward volunteer facilitators; this includes recruitment, training, utilization and stewardship of volunteer facilitators.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May have responsibility for up to two support staff FTEs</li> </ul>