



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

EMPLOYMENT OPPORTUNITY FISH AND WILDLIFE COMMUNICATIONS AND OUTREACH SPECIALIST

LOCATION: Richards and Robbins Building
89 Kings Highway
Dover, DE

Deadline: Until Filled

Salary: \$42,131.95/year

This is not a State of Delaware merit position. This is a contractual position with the opportunity to work long term.

The Kent Conservation District, a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Communications and Outreach Specialist with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Fish and Wildlife/Outreach, Licensing and Grants Management Section.

The Communications and Outreach Specialist position will monitor and create content for the division's website and social media pages. This position will also manage outreach events where there is a need to promote the missions of the Division of Fish and Wildlife through education and outreach. This position will schedule and organize outreach opportunities such as National Hunting and Fishing Day, Coastal Cleanup, Coast Day, and other events. This position will also create and produce outreach products such as guides, brochures and flyers, plan and execute outreach events including conferences and workshops, and promote the Division of Fish and Wildlife to the public. This position's job duties will be to build support for the missions of the Division of Fish and Wildlife that are consistent with conservation and preservation principles that support the management of Delaware's natural resources.

The Division of Fish and Wildlife is responsible for managing: Over 800 species of wildlife (including endangered and non-game species) in the 1,982 square miles of the state of Delaware, 68,000 acres of Fish and Wildlife owned public land, 260 miles of shoreline, 2,510 miles of streams and rivers, 2,954 acres of lakes, reservoirs, and ponds, 448.5 square miles of bays and estuaries, and Aquatic resources and fisheries throughout the state.

JOB DUTIES:

- Maintains the Division of Fish and Wildlife's website for the State of Delaware and remain active daily with several program related social media platforms for the division under the Outreach, Licensing and Grant Management Section.
- Helps plan and execute workshops, public outreach events, and serves as the lead to organize events such as: National Hunting and Fishing Day, Coastal Cleanup, Envirothon, and Coast Day to name a few.
- Develops and presents displays and exhibits for in-person public events that promote the work of the Division of Fish and Wildlife.
- Develops program evaluation criteria and monitors and evaluates the provision of services to determine program effectiveness and compliance with applicable regulations.
- Analyzes federal and state regulations to determine impact on programs. Plans new or revises existing programs based on regulations, funding levels and current community needs.
- Develops an outreach trailer for mobile outreach.
- Prepares progress reports, program evaluations and required federal and state statistical reports.
- May develop policies and procedures.
- May prepare budgets or write grant proposals for federal or private funds.
- Independently coordinates set up and cleanup of special events.
- Represents the Division of Fish and Wildlife for the Delaware State Fair.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

1. Minimum 2 years' experience in web design and social media.
2. Minimum 2 years' experience in planning, developing, and implementing outreach events.
3. Excellent organizational skills and experience with project management
4. Strong written, oral, and graphic communication skills.
5. Demonstrated ability to create outreach materials using graphical software.
6. Ability to work independently or as a team.

CONDITIONS OF EMPLOYMENT:

1. Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H1-B Visas.
2. Direct Deposit of paychecks is required of all new employees.

BENEFITS:

The Kent Conservation District offers a comprehensive benefit package including: 37.5 hour work week with flexible scheduling options, 15 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package.

The Kent Conservation District is an Equal Opportunity Employer

TO APPLY, PLEASE EMAIL BOTH YOUR RESUME AND KCD APPLICATION ([PDF](#) or [MSWORD](#)) TO: (The KCD Application may also be downloaded from the KCD Employment Opportunities website) Patricia.Risher@delaware.gov

FOR MORE INFORMATION, PLEASE CONTACT

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DNREC Fiscal Management
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