



About This Role: Kansas Forest Service is hiring a Workforce Development Specialist position within the KFS Fire Program. This position is a full-time, benefits-eligible position. The primary purpose of this position is to coordinate educational efforts for fire departments in Kansas in all aspects of wildland fire management. The Workforce Development Specialist will also lead efforts utilizing wildland fire qualification systems by managing Incident Qualification System (IQS) records, developing agency standards for IQS entry, and serving as the subject matter expert in these systems. Another responsibility will be to assist KFS with training and development needs for employees across all programs. This is a hybrid remote position with at least one day per week at the KFS State Office in Manhattan, KS.

Why Join Us: The Kansas Forest Service is the 5th oldest state forestry agency in the country established in 1887 and is housed as an independent agency within K-State Research and Extension. The agency employs around 40 full-time employees, and 50+ temporary and student positions, housed in Manhattan, KS and offices throughout the state. Our programs include Rural Forestry, Community Forestry, Fire Management, Conservation Tree Planting, Forest Health, and Marketing and Utilization.

KFS works with a diverse group of partners at local, state, and federal levels to help serve the State of Kansas in pursuit of our mission: "Sustaining and enhancing natural resources and communities through forestry and wildland fire management". We pride ourselves on the multi-faceted services we provide the many stakeholders of Kansas. KFS contributes an estimated combined economic impact of \$34 million annually.

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: <https://www.k-state.edu/hcs/benefits>

We Support Diversity and Inclusion: Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

Worksite Options: This position is eligible for hybrid worksite. Work is performed partially remote and partially at the KFS State Office. This role is expected to work at the State Office at least one (1) day a week.

What You'll Need to Succeed: **Minimum Qualifications:**

- Bachelor's degree
- One (1) year of experience in developing and/or implementing a formal training program. This position may use an educational equivalency as determined relevant by a hiring manager.

Preferred Qualifications:

- Bachelor's degree in Natural Resources, Communications, Workforce Development, or Human Resources

- Working knowledge of the National Wildland Fire Incident Qualification System
- Excellent interpersonal and communication skills and the ability to engage diverse audiences
- Strong organizational skills with high attention to detail

Other Requirements:

- Applicants must be currently authorized to work in the United States at the time of employment.
- Valid Driver's License

How to Apply:

Please submit the following documents:

1. Cover letter
2. Resume
3. Professional references

Screening of Applications Begins:

Screening begins immediately and continues until position is filled. For best consideration, apply by October 25, 2024.

Anticipated Hiring Pay Range:

\$53,000 - \$63,000

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.