



**About This Role:** The Kansas Forest Service is looking for a full-time, term position as the Volunteer and Partnership Liaison within our Community Forestry Program. The Volunteer and Partnership Liaison is a key role in advancing community forestry initiatives and enhancing the well-being of community forests in Kansas. This position is responsible for managing and coordinating volunteer programs and fostering partnerships to support the Kansas Forest Service's mission of sustaining and enhancing natural resources and communities. This position will engage communities, cultivate meaningful partnerships with external partners, and recruit and coordinate volunteers. This Volunteer and Partnership Liaison will also establish and maintain cooperative working relationships with tribes, federal, state and local agencies and organizations on forestry related programs. One important program the Volunteer and Partnership Liaison will deliver is Kansas Arbor Day Poster Contest. The location of this position is flexible within the state of Kansas with final approval by the Hiring Manager.

**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 37 full-time employees, and 45+ 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. Approximately 25% of the time will be spent in the field, travel is routine with occasional overnight travel for projects, meetings, special duties and training. The rest of the

work will be conducted either remotely from a home office or at an office location within the state of Kansas.

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

**Minimum Qualifications:**

- Bachelor's degree in relevant field
- Two years' experience in volunteer management, community outreach, partnership development, or community forestry. This position may use an educational equivalency as determined relevant by a hiring manager.

**Preferred Qualifications:**

- Graduate degree in natural resource management, nonprofit management, environmental science, or a related field.
- Excellent interpersonal and communication skills and the ability to engage diverse audiences.
- Organization and project management skills including the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Proficiency in using Microsoft Office suite and experience with volunteer databases.

**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
4. Academic transcripts

**Screening of Applications Begins:**

Screening begins immediately and continues until position is filled. For best consideration, apply by October 27, 2023.

**Anticipated Hiring Pay Range:**

\$50,000 - \$52,000

**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.