

EDUCATION INFORMATION OFFICER – Position #K0237411

This unclassified, full-time position will be located at the Great Plains Nature Center in Wichita, Kansas; and is directly supervised by Michael Rader, Wildlife Education Supervisor.

Key Responsibilities:

- Supports shared leadership in an established collaboration with City of Wichita, US Fish and Wildlife Service (USFWS), the Friends of the Great Plains Nature Center (FGPNC), and the Kansas Department of Wildlife and Parks (KDWP)
- Responsible for maintaining an excellent working relationship with those stakeholders in order to support the mission and annual goals of the Great Plains Nature Center (GPNC).
- Assists the GPNC director with creating and implementing an annual work plan that will keep the GPNC in the forefront of nature, science, and outdoor skill education in Kansas.
- Assists the Director and partners in developing a long-term plan to renovate and enhance static and rotating displays, oversee the development, implementation, and evaluation of programs.
- Assists with the public relations, marketing, and delivery of outdoor skills and nature education programs and events.
- Works with partners to oversee habitat management projects that enhance habitat for birds and other wildlife on the GPNC property and to develop education and promotional literature.
- Coordinates program scheduling.
- Contributes to evaluating the need and function of permanent and rotating displays and exhibits.
- Coordinates interior improvements, including traveling displays and collaborate with partners and staff to identify and implement best practices, where applicable.
- Coordinates the upkeep of all facilities and grounds, making recommendations to the partners for any upkeep, repairs or capital improvement projects.
- Coordinates building janitorial needs working with contract vendors.
- Facilitates upkeep and repair of building mechanical systems.
- Administers operations and maintenance budget for the GPNC, including office supplies and equipment.
- Supervises and mentors KDWP employees assigned to the GPNC in their work at the GPNC, and their outreach efforts to the public.
- Works closely with the GPNC Director and partners daily, attend and participate in FGPNC Board meetings when requested and provide timely reports to supervisor, GPNC director and other partners.
- Performs other duties as assigned.

Benefits:

- **Salary:** Beginning hourly wage \$31.00/hour
- **Health and Insurance:** Immediate group health, dental and vision coverage and life insurance coverage.
- **Retirement and Options:** Retirement plan and optional deferred compensation.
- **Paid Leave:** Holidays, sick leave, vacation leave, and parental leave.

Minimum Requirements:

- Demonstrated project management experience, including managing budgets, grants, completing reports, and other projects with evolving priorities and timelines required.
- Preference will be given to candidates that have professional experience in nature center or science museum program delivery and/or Certified Interpretive Guide (CIG) and possess excellent verbal and written communication skills.
- A valid driver's license and the ability to pass a background check are required.

How to Apply: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign** into your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if you wish to include them**
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

*****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time, please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – October 10, 2025

The State of Kansas is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.