



Educational Technician Vacancy (GS-8)

*National Eagle & Wildlife Property
Repository, Commerce City, CO*

Overview

This position is located at the U.S. Fish and Wildlife Service, Office of Law Enforcement. The Service is a Bureau within the Department of the Interior; its mission is to work with others to conserve, protect and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The Office of Law Enforcement contributes to virtually every aspect of wildlife conservation, from protecting endangered species to preserving opportunities for hunting and fishing. Enforcement efforts target potentially devastating threats – illegal trade, habitat destruction, and environmental contaminants. Innovative partnerships with industry groups are improving compliance with wildlife laws and eliminating hazards to wildlife.

The National Eagle and Wildlife Property Repository is located at Rocky Mountain Arsenal northeast of Denver, Colorado. The purpose of the National Eagle Repository is to provide a central location for the receipt, storage, and distribution of bald and golden eagles that are found dead, and their parts. The eagles, and their parts, are shipped to qualified Native Americans for use in religious Indian ceremonies. The National Wildlife Property Repository receives, stores, and distributes wildlife property that has been abandoned or forfeited to the government. It loans wildlife products to public scientific and educational institutions, State agencies, and Service offices for use in conservation education.



Position Details

Work Schedule: Full-Time
Appointment Type: Permanent
Pay Scale and Grade: GS-1702-8
Salary: [\\$53,042-68,958](#)

The incumbent performs the following typical, but not all-inclusive duties:

- Assist with education program and training development elements of the National Level Strategy for Connecting People with Nature (CPWN).
- Assists in the development of CPWN courses and programs including, but not limited to, establishing objectives, supporting committee work, developing education and outreach resources, developing reference handbooks, and evaluating results.
- Distributes CPWN products and materials, training modules and develops and prepares plans, aids, guides, and manuals; coordinates CPWN activities; supports management in analysis of work requirements and in determining CPWN program needs; assesses

results of established programs and recommends improvements; conducts contractor readiness assessments; draft reports; and, coordinates and/or conducts CPWN program activities as assigned.

- Assists in the assessment of CPWN training and program development needs through a variety of methods, including job task analysis and skills assessment.
- Assists with developing content, writing scripts, and coordinating production of computer-based and other forms of distance learning courses and programs.
- Writes, edits and coordinates printing of informational, educational, and instructional materials. Performs other related duties as assigned.
- Provide administrative support and management assistance for the Education Program.
- Provides administrative and logistical support for Education Program events, courses and programs to include supporting on-site courses and meetings, web-based education events, workshops, facility tours,

program web sites, and off-site events.

- Provides purchasing and budget support to the Education Program to include soliciting and evaluating proposals from potential vendors to deliver training and program support materials and products.
- Assists with the tracking and administration of the Education Program budget. Completes appropriate administrative paperwork.
- Responds to both external and internal customers and training providers regarding Education Program activity dates and locations, availability, etc. Maintains accurate and up-to-date records, mailing lists and contact information.
- Works with various groups to plan, organize and deliver training, meetings and/or workshops and serves as meeting or training facilitator.



Qualifications

The candidate must be a U.S. Citizen or National. The following competencies (knowledge, skills, abilities, and other characteristics) are required to be successful in this position:

- Knowledge of training and employee development principles to identify training needs, develop content, and evaluate course/event implementation.
- Practical knowledge of androgogy (adult) and pedagogy (child) learning methods and instructional systems design, policies, guidelines and techniques as they apply to Service training programs to ensure that programs and training are conceptually sound and based on accepted standards in the field.
- General knowledge of environmental/conservation education, general biology, wildlife biology, natural resources

management and planning, conservation biology (biological diversity), and other related subjects in ecology and wildlife management to design appropriate and realistic training exercises for natural resource employees and youth.

- Ability to gather and analyze a variety of program information and make sound judgments concerning program progress, and provide effective advice and technical guidance.
- Knowledge of logistics, purchasing and budget administration sufficient to support the management and execution of the Repository's education program administration.
- Knowledge of education and outreach methodologies for application to training and technical assistance.
- Skill in working cooperatively with people.
- Skill in oral communication sufficient to effectively deliver training classes, meetings or workshops.
- Skill in written communication sufficient to correspond with internal and external customers and produce lesson plans, course materials, reports, manuals, and other written documents.

How to Apply

At this point, we are only seeking veterans or individuals who can qualify for noncompetitive hiring based on:

- [Veterans Recruitment Appointment \(VRA\)](#)
- [Schedule A](#).

If you know of anyone who qualifies, please send their résumé and documentation verifying their non-competitive eligibility to **Rachel McCracken** (rachel_f_mccracken@fws.gov) on or before **Friday, June 18**. You can find which documentation needs to be provided for each non-competitive eligibility by clicking on the links provided above.

Contact

For questions, contact Rachel McCracken at rachel_f_mccracken@fws.gov or visit our website.

U.S. Fish & Wildlife Service
303/236-4589
<http://www.fws.gov>

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