

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
ENVIRONMENTAL ANALYST 2**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public and State Employees

Location: Bureau of Outdoor Recreation, State Parks and Public Outreach Division, Hartford, CT

Job Posting No: 107288

Type of Position: Full time, Permanent

Annual Salary: \$53,033 – 73,197 (ES 22) New hires to State service start at the minimum of the salary range.

Closing Date: March 17, 2014

DESCRIPTION OF DUTIES This Environmental Analyst 2 will have primary responsible for developing and implementing DEEP's nationally recognized No Child Left Inside® (NCLI®) program and co-coordinating the international Project Learning Tree (PLT) environmental education program in partnership with CT Forest and Park Association (CFPA). Duties will include:

- Administer and coordinate continuous development of the statewide No Child Left Inside® program, working with staff throughout the agency, municipalities and not-for-profit organizations to organize and implement NCLI® programs, including the CT Great Park Pursuit, Winter Festival, Saltwater Fishing Day, and other family and youth environmental and outdoor recreation programs; write, edit, develop and design brochures, flyers, and newsletters for NCLI®; review, select and distribute materials that are educationally sound and provide a message consistent with the goals of DEEP; prepare and submit the NCLI® annual report; manage the NCLI® website and maintains its databases.
- Co-coordinate, with CT Forest and Park Association, Project Learning Tree (PLT) – coordinate, develop and implement environmental education programs for teachers and other educators, parents, and community leaders working with youth from preschool through grade 12; recruit and train facilitators for PLT and serve on the PLT steering committee; write, edit, develop and design brochures, flyers, and the newsletters for PLT; prepare and submit annual reports and grants for PLT, including but not limited to the Model Program Initiatives Grant; ; manage the PLT web pages and database;
- Maintain the State Park Day Passes database and disseminate information regarding the passes to libraries throughout the state and to the State Parks. Oversee data collection regarding use of the passes in State Parks.
- Provide technical assistance regarding outdoor and environmental education to schools, nature centers and environmental organizations.
- Develop and provide other environmental programs for schools and youth organizations.
- Assist in organizing and implementing Bring Your Child to Work Day activities for the agency.

ELIGIBILITY REQUIREMENTS Candidates must be on the current exam list for ENVIRONMENTAL ANALYST 2. State employees who are currently in the ENVIRONMENTAL ANALYST 2 job classification or who have permanent status in it, may apply without taking an exam.

SPECIAL REQUIREMENTS The incumbent will be required to work nights, weekends and holidays and will be required to travel and to have and maintain a current driver's license.

WORKING CONDITIONS The duties of the position require exposure to year-round weather conditions.

PREFERED CRITERIA

The preferred candidates will be enthusiastic about environmental and conservation education and will be punctual, flexible, creative, innovative, self-directed and self-motivated. The chosen candidate will have:

- excellent organizational and research skills;
- excellent oral and written communication skills;
- experience developing age and developmentally appropriate educational activities for children;
- experience independently developing and leading interpretive and/or environmental education programs and the ability to explain environmental and conservation issues to children and adults;
- working knowledge of natural sciences and environmental principles;
- familiarity with New England flora and fauna;
- experience collaborating successfully to define and implement strategic plans;
- experience procuring grant funding and grants administration;
- experience managing web sites; and
- experience working with MS ACCESS and EXCEL databases

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment ([CT-HR-12 form](#)) to be received or postmarked no later than the Closing Date above. Current State employees must also include copies of their two most recent performance appraisals. **(Incomplete or late packages will not be considered.)**

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