

# Pheasants Forever AND Quail Forever

## *The Habitat Organization*

### **JOB VACANCY ANNOUNCEMENT**

#### **Area Wildlife Biologist**

#### **Minnesota**

#### **1 position – NE Minnesota**

**Application Deadline:** July 28, 2024

**Location:** Baxter, MN, or another USDA Field Office in northeast MN

**Anticipated Start Date:** flexible

**Overview:** The Northeast Area Wildlife Biologist position will serve as a conservation leader by providing sound science and local guidance on ecological sciences to Pheasants Forever, Soil & Water Conservation District (SWCD), and Natural Resource Conservation Service (NRCS) staff. This position will be employed by Pheasants Forever and located in a USDA field office or Baxter NRCS Area Office. This position is eligible for some tele-work capability. Travel throughout the NRCS area will be required to meet with staff to discuss habitat and forestry related projects. Travel will occur in a NRCS vehicle or personal vehicle with mileage reimbursement. This will be the go-to person for all ecological science related questions, policies, and procedures. Essentially this position will be the main Wildlife Biologist for NRCS related programs, policies, and technical assistance in northeast MN. See the map on page 3 for the work area. Training and guiding new Pheasants Forever, SWCD and NRCS staff will be a core job duty. This position will assist in supervising up to four farm bill biologists located within their region of the state. This position will be an employee of Pheasants Forever and be supervised by the Minnesota Private Lands Manager and will receive weekly oversight from NRCS's Assistant State Conservationist's and/or Area Resource Conservationists.

#### **Duties:**

- Lead CRP/EQIP training and area level coordination.
- Assist in writing CRP/EQIP plans for high-workload counties within the area or to assist counties without a Farm Bill Wildlife Biologist.
- Assist in wildlife friendly EQIP plan writing, which includes, but not limited to developing job sheets, appropriate maps, seeding/planting plans, and other tasks for high-workload counties or in counties without a Farm Bill Wildlife Biologist.
- Lead the identification and development of comprehensive ecological sciences trainings and field days.
- Identify needs for training and host events to train staff on new programs, existing opportunities and other trainings as needed, including but not limited to; plant id, pollinators, wildlife practices, prescribed fire, habitat management, threatened and endangered species, and environmental reviews.
- Quality assurance reviews with Area Resource Conservationists for wildlife focused practices.
- Serve as a representative on federal, state and other workgroups as assigned.

- Assist supervisor in coordinating grants and accomplishing deliverables.
- Review and compile monthly accomplishment data for quarterly reports. Draft annual report on accomplishments to help promote farm bill partnership outcomes.
- Propose and seek innovative ways to further wildlife conservation and partnerships.
- Assist in the management of agreements, budgets, expenses, and revenue as assigned.
- Represent Pheasants Forever at habitat-related professional and partnership meetings as assigned.
- Assist in supervising up to four Farm Bill Wildlife Biologists
  - Supervising includes approving timecards, approving expenses, hiring, training, annual reviews, and other duties as they arise.
- Other duties as assigned.

**Desired Knowledge, Skills, and Abilities:**

- Certified Level 3 Conservation Planner, or the ability to obtain Level 3 within 12 months of employment.
- Job Approval Authority in the core ecological practices. IE: 327, 391, 393, 420, 643, 645, 647. Or the ability to obtain JAA within 12 months of employment.
- Proficient in RUSLE2, WEPS, Monarch and other relevant WHEG's.
- Familiar with Conservation Desktop, ArcGIS, and Microsoft applications.
- Familiar with Microsoft Teams and able to help others with file sharing and project organization.
- Ability to communicate clearly and effectively with landowners and partner agencies.
- Ability to work independently with little supervision and with diverse clientele.
- Knowledge of wildlife ecology, wetland, forest, and grassland management including the ability to utilize various habitat management tools in the development of management plans.
- Extensive knowledge of conservation and wildlife programs provided by Federal (i.e. Farm Bill, US Fish and Wildlife Service), state agencies, private partners and PF. In addition, knowledge of how these programs are implemented in an agricultural and forested landscape is desired.
- Demonstrated experience as a leader with strong initiative.
- Excellent and proven verbal/written communication and organizational skills.
- Conflict resolution skills.
- Valid driver's license required; some use of personal vehicle required (mileage reimbursement provided).
- Is able to obtain USDA Federal Security Clearance.

**Training and Experience Guideline:** Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities. A general qualification guideline for this position is a Bachelor of Science Degree in Wildlife Management or closely related natural resources field. In addition to this education requirement all applicants must have a minimum of two (2) years of professional experience with NRCS, SWCD, FWS, U.S. Forest Service, Pheasants Forever, The Nature Conservancy, Ducks Unlimited, Watershed Districts, or other organizations/agencies.

**Starting Salary:** \$58,000 to \$63,000 commensurate with experience + benefits (see our benefits summary at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)).

**To Apply:** Please combine your cover letter, resume and three (3) references as a single Word document or PDF file before clicking the blue 'Apply' button and then uploading to the “Resume” area of your application on our recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs). **Only online applications will be accepted.**

For questions, contact Josh Pommier, MN Private Lands Manager at (320) 292-5860.

*Pheasants Forever, Inc and Quail Forever is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*