

# Conservation Data Specialist - Remote U.S.

Regular Full-Time Professional

1 Attachments

5 days ago Requisition ID: 2501

Apply

**Salary Range:** \$41,400.00 To 49,900.00 Annually

## PHEASANTS FOREVER AND QUAIL FOREVER

*The Habitat Organization*

*JOB VACANCY*

*ANNOUNCEMENT*

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**Specialist**

**Conse**

**Data**

**deadline:** Open until filled.

on an ongoing basis as received.)

**Application**

(Applications will be reviewed

### **Overview & Job Duties:**

The Conservation Data Specialist provides operational support to the Conservation Data Analyst. The position is responsible for providing aid in the maintenance of the organization's mission delivery reporting systems, which will include working daily in Microsoft CRM. The Data Specialist will be tasked with training and providing technical support to reporting biologists. The position will support the Data Analyst in converting mission outputs to relevant conservation outcomes that are used to evaluate the successes of the organization's mission-related programs. Duties will include onboarding biologists, updating, and maintaining biologist information, providing training, managing data, fulfilling data requests, and completing other duties as assigned. **This is a full-time, one-year limited-term position (the position may be extended pending future funding).**

### **Required Knowledge, Skills and Abilities:**

- Strong data management and analytical skills.
- Experience in, or willingness to learn, Microsoft CRM and SQL.
- Knowledge of Pheasants Forever/Quail Forever programs and priorities.
- Demonstrated self-motivation.
- Excellent verbal and written communication.
- Strong organizational skills.

- Teaching and/or customer service experience as well as training material creation is a plus.

**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's degree or higher in a natural resource or non-profit management field, with a demonstrated interest in upland conservation and 3 years of professional experience in a non-profit environment.

**Location:** This position allows for the flexibility to work at PF and QF headquarters in White Bear Lake, MN or at an agreed upon remote location.

**Reports to:** Conservation Data Analyst

**Salary:** \$41,400 - \$49,900 depending upon experience/qualifications + benefits including 401k match (5%), Student Loan Assistance program up to \$200/month for eligible employees, PTO accrual of 15 days in first year for FT employees, 13 paid holidays, and more.

**To Apply:** ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Please combine your cover letter, resume, desired salary, and 3 references into a single Word document or PDF file before uploading to the "Resume" area of your application on our Recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)

If you have any questions about this position, please contact Alexis Donnellan, Conservation Data Analyst at 651-209-4949.

***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.***

Attachments (1)

2024 Pheasants Forever Benefit Summary - Final.pdf