

Pheasants Forever AND Quail Forever
The Habitat Organization
JOB VACANCY ANNOUNCEMENT
Coordinating Wildlife Biologist I, II, III

LOCATION: USDA Service Center – Paducah, TX

APPLICATION DEADLINE: Open Until Filled

ANTICIPATED START DATE: Open Until Filled

STARTING SALARY INFORMATION: \$45,000 to 60,000 annually (commensurate with experience) + benefits, up to \$200/month student loan reimbursement, AND performance-based yearly increases (view benefit summary on our recruitment website: www.pheasantsforever.org/jobs).

PURPOSE OF POSITION:

The Pheasants Forever and Quail Forever (PF & QF) Coordinating Wildlife Biologist will work in a joint capacity with the USDA Natural Resources Conservation Service (NRCS), Texas Parks and Wildlife Department (TPWD), and other State and Federal partners to promote, accelerate enrollment, coordinate, and implement the conservation provisions of the Federal Farm Bill (esp. the Working Lands For Wildlife [WLFW] fund pool within the Environmental Quality Incentive Program [EQIP]) and other wildlife related conservation programs such as the Southern Great Plains - Grassland Restoration Incentive Program (SGP-GRIP). Activities will include program promotion (workshops and one-on-one meetings), contract coordination, conservation planning, conservation plan modification, site assessment, and reporting. In addition, the incumbent will provide conservation technical guidance, including wildlife habitat enhancement techniques, and conservation program delivery, to private landowners and public organizations within partner identified priority areas, as appropriate and will collaborate with partner project managers to increase involvement in SGP-GRIP.

Other duties will include: 1) Work with local chapters of Quail Forever (QF) and other local partners to increase habitat management efforts and participate in regional and statewide habitat meetings; 2) Assist or coordinate activities and projects with other QF, NRCS, and TPWD staff; 3) Provide leadership and support for outreach activities including direct collaboration with project managers, and through landowner field events, inter-agency partnership training meetings, and other communication efforts.

This position will be an employee of, and supervised by Pheasants Forever, Inc. & Quail Forever, with daily instruction and leadership provided by QF and NRCS. Hired individual will work largely within the focus areas of the USDA [Working Lands for Wildlife](#) Northern Bobwhite Quail, Grassland and Savannas focal counties within the southeastern Texas Panhandle to achieve the objectives of the partnership. This position will be located within the USDA Service Center in Paducah, TX.

RESPONSIBILITIES:

Coordinating Wildlife Biologist I:

- Become familiar with Conservation Programs (esp. EQIP-WLFW) and partner processes and procedures.
- Become familiar with coverage area including landscape, landowner culture, and partnerships.
- Conduct outreach to landowners on conservation programs with wildlife focus available in assigned counties including public outreach meetings, targeted mailers, newsletter articles, social media content, etc.
- Conduct natural resource surveys.
- Provide technical assistance and guidance (wildlife habitat focus) to landowners, government agencies, non-government organizations and others – training opportunities will be available through the NRCS, PF & QF, and other organizations.
- Develop conservation plans, complete job sheets, wildlife habitat evaluation guides, environmental evaluations, complete contracts, applications, and other required documentation for conservation programs offered through NRCS Conservation Programs, and other conservation programs.
- Communicate program requirements, complete site visits to determine eligibility, and develop plans and contracts for applicants enrolling in NRCS Conservation Programs, or other state and local conservation programs.
- Perform other related duties as assigned.

Coordinating Wildlife Biologist II:

- All duties of a Coordinating Wildlife Biologist I
- Coordinate NRCS and other partners with the promotion and implementation of wildlife focused initiatives, targeted implementation for EQIP-WLFW, relevant NRCS conservation programs, and other grassland-focused state level and partner's programs.
- Coordinate and foster relationships with conservation partners, local landowner coalitions, and local communities.
- Perform other related duties as assigned.

Coordinating Wildlife Biologist III:

- All duties of a Coordinating Wildlife Biologist II
- Lead and coordinate natural resource surveys, monitoring projects, process development, etc.
- Coordinate and lead content-based outreach creation and delivery on social media, websites, blogs, magazines, and other avenues to increase story telling.
- Coordinate the development and organization of habitat tours, demonstration area tours, landowner workshops.
- Become a team member mentor with additional leadership duties amongst the statewide team.
 - Represent PF & QF at relevant professional and partnership meetings.
 - Represent PF & QF on relevant partnership working groups and committees.

- Review and compile work product reporting data as required for grant and agreement deliverables/outcomes.
- Organize and/or host meetings with primary funding partners to ensure consistent exchange of information and accomplishments.

EDUCATION AND/OR EXPERIENCE FOR COORDINATING WILDLIFE BIOLOGIST II, III

- College degree in wildlife biology, natural resources, environmental science, or related field **AND**
- At least 2-3 years practical experience providing private lands conservation technical assistance, landowner outreach, and/or providing leadership of upland habitat programs **AND**
- Applied prescribed fire experience is encouraged **AND**
- A Master of Science Degree, Wildlife Society Certification, or equivalent work experience is a bonus **AND**
- USDA Conservation Planner Certifications is a bonus

QUALIFICATIONS:

- Ability to communicate clearly and effectively with landowners, coworkers, and partner agencies.
- Ability to work independently with minimal supervision and with diverse clientele.
- Knowledge of wildlife ecology, prescribed fire, and grassland, wetland, and early succession habitat management including the ability to utilize various habitat management tools in the development of management plans. Specific knowledge of grassland associated wildlife species' habitat requirements is desirable.
- Knowledge of conservation and wildlife programs provided through the Farm Bill, as well as other federal, state, and local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Knowledge of common local herbaceous plants and ability to identify them.
- Knowledge of agricultural landscapes, common farming and land use practices, and basic agricultural economics is desirable.
- Ability to work outdoors in sometimes extreme conditions and landscapes.
- Excellent verbal and written communication skills.
- Effective planning and organizational skills.
- Proficiency with ArcPro or USDA Conservation Desktop, and Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, etc.) required.
- Demonstrated experience as a leader with strong initiative.
- Conflict resolution skills.
- Valid driver's license required; some use of personal vehicle may be required (mileage reimbursement provided).
- Must be able to obtain USDA Federal Security Clearance.

- Work related overnight travel can range from 5-20 nights/year.
- Passion for missions of OPJV, and Pheasants Forever and Quail Forever.

CONFIDENTIALITY REQUIREMENTS:

- This position may require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift and move 50lbs.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work from a partner office with the potential to telework from a home office with supervisor approval.
- Overnight travel for conferences, national team and other staff meetings, and other partner events. 5-20 days of travel annually.

APPLICATION REQUIREMENTS:

Please combine a cover letter that outlines your interest in the position and your qualifications, along with a detailed resume, and 3 references, into one MS Word document or Adobe Acrobat 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.

For any further questions, please contact: Thomas S. Janke, Texas PF & QF State Coordinator, 830-220-9742.

Pheasants Forever and Quail Forever, Inc. are 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.