

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=e9cf9c51-b70e-4607-b723-b8bf76c3161b&cclid=19000101_000001&lang=en_US&jobId=493171

PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT

Coordinating Wildlife Biologist (2 Positions)

Location: Southeast and Southcentral Pennsylvania

Application Deadline: Open Until Filled

Anticipated Start Date: May 2024 (negotiable)

Overview: Pheasants Forever and Quail Forever seeks two individuals to coordinate grassland habitat restoration projects on private lands within grassland bird priority areas in Southeastern (Parts of Lebanon, Lancaster, Berks, and Lehigh Counties) and Southcentral (Parts of Franklin, Cumberland, and Adams Counties) Pennsylvania. These positions will coordinate with PA Game Commission staff, PF Farm Bill Biologists, USDA, County Conservation Districts, and other NGO partners to identify and conduct targeted outreach to landowners for grassland restoration and management. The incumbents will provide support to landowners, from plan development through implementation, including contractor coordination. These positions are made possible in cooperation with the PA Game Commission through the National Fish and Wildlife Foundation's America the Beautiful grant program. This grant includes funding for habitat project implementation. Other available programs, such as Farm Bill or local programs, may be utilized as well. This is a full-time, limited-term position not to exceed four years.

Job Duties:

- Communicate regularly with PGC Headquarters, regional biologists, and land managers to ensure efficient and effective project delivery.
- Coordinate with partner agencies and organizations to identify qualifying habitat projects.
- Coordinate with PGC Headquarters to rank proposed projects for implementation.
- Within priority landscapes, conduct landowner outreach such as workshops, field days, demonstration events, and habitat tours.
- Conduct site visits to evaluate and develop projects.
- Develop habitat management plans that will benefit priority grassland species.
- Develop scope of work and project bid package documents to implement habitat projects.
- Carefully and thoroughly track and report progress of habitat projects, including estimated project costs, status of project, contractor selection processes, actual cost of implementation, and project commencement and completion dates.
- Conduct site visits for contractors to solicit bids for grassland habitat projects.
- Coordinate with landowners to execute habitat agreements.
- Administer construction contracts for grassland projects to ensure compliance with scope of work.
- Work with PF State Coordinator and Accounting Team to process contractor invoices for payment.

- Attend trainings and expand knowledge and understanding of grassland habitats and grassland-dependent wildlife species to support the design and management of grassland habitat projects.
- Assist all involved partners with grassland habitat workshops, promotions, development of outreach materials, and trainings.
- Work with local PF & QF chapters and other partners to assist with habitat program education and outreach, provide technical assistance for habitat projects, establish demonstration sites, and participate in local and statewide habitat meetings and trainings.
- Submit monthly progress reports to include completed projects, planned projects, landowner visits, budgets for planned projects, GIS shapefiles of all proposed and completed projects, and copies of executed habitat agreements.
- Provide annual summary report of activities to PGC.

Required Knowledge Skills and Abilities:

- Ability to build relationships and communicate clearly and effectively with farmers, landowners, and partner agency staff.
- Ability to work independently with little supervision and with diverse clientele. Must be a motivated self-starter with strong interpersonal skills.
- Knowledge of wildlife ecology, grassland, wetland, and early succession habitat establishment and management, including the ability to utilize various habitat management tools in the development of management plans.
- Specific knowledge of grassland/farmland associated pollinator and wildlife species' habitat requirements is important as well as plant identification of native, non-native, and invasive grasses, forbs, trees, and shrubs.
- Knowledge of conservation and wildlife habitat programs provided by federal, state, & local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Knowledge of agricultural landscapes, common farming and land use practices, and basic agricultural economics is desirable.
- Ability to design, write, and implement high-quality habitat management plans.
- Ability to work with contractors to ensure proper project implementation.
- Excellent verbal and written communication skills.
- Strong organizational skills, time management, and attention to detail, with demonstrated ability to manage demanding workloads.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, etc.) and ArcGIS.
- Valid driver's license required; use of personal vehicle required with a mileage reimbursement provided.

Education and Experience: Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities. A Bachelor of Science Degree in Wildlife Management or closely related natural resources field with a minimum of 2 years related experience is required. Proven experience in habitat management is preferred. Outreach and/or marketing experience is desirable. The ideal candidate will exhibit a balance of technical knowledge and interpersonal skills required to implement voluntary conservation programs on private lands. Practical and/or professional experience in farming and agricultural disciplines is highly beneficial. The successful applicant must enjoy working with private landowners and producers to achieve their conservation objectives.

Salary and Benefits:

- Starting salary from \$50,000 - \$53,000 (commensurate with experience and qualifications)
- Affordable health, vision, dental and more insurance plans available
- 401(k) Retirement plan with an employer match of up to 5%
- Student Loan Assistance program of up to \$200/month for eligible employees
- Paid Time Off accrued at 15 days (120 hours) per year for new employees (increasing after 3 years)
- Bereavement/Family/Sick Leave of 6 days (48 hours) per year
- 13 Paid holidays
- An Employee Benefit Summary can be found on our [Careers](#) page

Application Requirements: Combine your cover letter, resume, and 3 references into one file (Word document or PDF) 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.

Contact: Julia Smith, PF & QF Pennsylvania State Coordinator, (814) 634-5176

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.