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PHEASANTS FOREVER & QUAIL FOREVER
The Habitat Organization
JOB VACANCY ANNOUNCEMENT

Habitat Partnership Specialist
Two Remote Positions
Southeast (Georgia preferred), Midwest (Kansas preferred)

Application Deadline: Open Until Filled
Anticipated Start Date: May 2024

Overview: This position will provide a unique opportunity to join an effective team working with innovative approaches and partnerships to benefit wildlife resources across several states. This position will have the opportunity to work full-time, with benefits and flexible hours in a home office environment. With demonstrated skills and results, the position will take on a wide array of responsibilities and duties related to assisting with conservation project management.

Primary Duties:

- Develop, manage, and administer databases to track partnerships programs, financial summaries contacts, and program results.
- Assist in the administration, data collection, preparation of reports, and dissemination for associated grants and agreements.
- Assist in the development of promotional and educational materials, including newsletters, monthly communications, brochures, pamphlets, announcements, and magazine articles.
- Assist in providing progress reports and program results to program partners and grantor entities.
- Work with the Pheasants Forever/Quail Forever field staff to manage state programs and partnership agreements, manage landowner contracts, and track partnership program activities.
- Assisting staff in maintaining and updating WLFW related websites and assisting with social media content on a weekly basis.
- Assist with planning events/workshops. Participate in conservation related outreach.
- Track and submit vendor W-9s and invoices for payment.
- Review Biologists' quarterly reports.
- Assist WLFW Bobwhite Coordinator and Conservation Delivery Directors with other duties as assigned.

Required skills and abilities:

- Demonstrated ability to be detail oriented and organized.
- Demonstrated ability to produce accurate reports and summaries.
- Skilled with Microsoft software packages including Word, Excel, and Access. Ability to create and manage databases in MS Excel and Access.
- Ability to update websites, social media, and create newsletters, or willingness to learn.
- Ability to work both independently and in a team approach to accomplish desired goals and outcomes.

Additional skills include:

- Ability to work out of a home office. All office equipment required for the position is supplied.
- Typing skills of 45 wpm or more.
- Assist staff in planning state meetings, habitat workshops, legislative gatherings, and other meetings of importance to chapters and resource professionals.
- Familiarity with the Internet and sending electronic communication.
- Updating computer software packages.
- Maintain accurate financial reports for partnership programs and prepare financials deposits.

Education and Experience Preferred: Applicant should have at least 5 years of experience, detail oriented, innovative and a resourceful self-starter that is able to work with minimal supervision. Must be team oriented, with good oral and written communication skills.

Starting Salary: \$45,000 + benefits (our benefit summary is attached to this job announcement)

Application Requirements: Please combine your cover letter, resume and 3 references into a single Word document or PDF file before clicking on the blue **APPLY** button at the bottom or upper right corner and uploading to the “Resume” section of your application. For a complete list of current job openings, visit our Recruitment website www.quailforever.org/jobs

Contact: Jessica McGuire, PhD, Quail Science and WLFW Frameworks Program Manager, if you have further questions, 617-688-3012.

Pheasants Forever & Quail Forever 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.