

Pheasants Forever AND Quail Forever

The Habitat Organization **JOB VACANCY ANNOUNCEMENT**

Senior Private Lands Conservationist

Location: Ephrata, Washington

Application Deadline: Open until filled (first review is Oct 28th)

Anticipated Start Date: November 2024

Overview: The incumbent will serve as a Senior Private Lands Conservationist in WA state and as a team leader for the WA Pheasants Forever team by providing both biological/wildlife technical assistance for conservation programs to agriculture producers and landowners as well as leadership to the corps of other PF partner biologists. This position is made possible in partnership with the USDA Natural Resources Conservation Service (NRCS) and Pheasants Forever. The position will be an employee of Pheasants Forever and Quail Forever and be supervised by the PF Washington State Coordinator and NRCS staff. The leadership responsibilities of the position will be in addition to the normal workload of a Private Lands Conservationist.

Job Duties:

- Perform all duties of a Private Lands Conservationist at an exemplary level, and:
- Provide leadership to other members of the PF & QF team in Washington through:
 - Onboarding, training, and development of new partner biologists.
 - Developing and implementing comprehensive training plans for new partner biologists.
 - Developing and implementing continuous training for other partner biologists.
 - Organizing and hosting regular team meetings to exchange information, inspire collaborative innovation, and build comradery.
 - Coordinate a team approach to the development and organization of education and outreach efforts such as habitat tours, field days, landowner workshops, etc.
 - Assist with development of annual work plans for partner biologists.
 - Assist with implementation of annual employee reviews.
 - Provide feedback, coaching, and mentorship to other partner biologists
 - Approve timesheets, leave requests, out-of-pocket expenses, and other administrative duties as assigned.
 - Ensure accurate and timely work product reporting by the partner biologist team in CRM.
- Communicate with regional and state level partner contacts such as NRCS Area Conservationists, WDFW Farm Bill Coordinator, USFWS Partners for Fish and Wildlife Program Coordinator, etc.
- Propose and seek innovative ways to further wildlife conservation and partnerships at the state level.

- Assist State Coordinator with State Strategic Plan updates and annual progress tracking and goal setting.
- Assist State Coordinator with organization of state and regional team meetings, trainings, etc.
- Other duties as assigned may include:
 - Representing PF at relevant professional and partnership meetings.
 - Representing PF on relevant partnership working groups and committees.
 - Assisting in the management of grants and agreements, and the budgets, expenses, and revenues to maintain program funding.
 - Review and compile work product reporting data as required for grant and agreement deliverables/outcomes.
 - Organizing and/or hosting meetings with primary funding partners to ensure consistent exchange of information and accomplishments.

Required Knowledge Skills and Abilities:

- 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, 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/farmland associated wildlife species' habitat requirements is desirable.
- Knowledge of conservation and wildlife programs provided through the Farm Bill, as well as other federal, state, & local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Knowledge of common herbaceous plants to WA and ability to identify them.
- Knowledge of agricultural landscapes, common farming and land use practices, and basic agricultural economics is desirable.
- Excellent verbal and written communication skills.
- Effective planning and organizational skills.
- Proficiency with ArcGIS 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. Daily use of personal vehicle is required with a mileage reimbursement provided (Current rate is \$0.6550/mile). Work related travel can range from 6,000-10,000 miles/year.
- Work related overnight travel can range from 4-8 nights/year.
- Must be 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 and/or related field experience. A Master of Science Degree or equivalent work experience is a bonus. In addition to this education requirement the applicant must have

significant experience in the wildlife and habitat conservation field, which allows for a full understanding of the position. Demonstrated leadership skills and professionalism will also be an important consideration.

Starting Salary: Up to \$60,000 + Health Benefits.

Application Requirements: Combine your cover letter, resume, and 3 references into 1 file (Word document or PDF) before logging into ADP and clicking on Myself > Talent > Career Center and uploading to your application. Only online applications will be accepted.

Contact: Erik Lewis, WA Wildlife Operations Manager, at (509) 919-1587.

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.