

PHEASANTS FOREVER AND QUAIL FOREVER
The Habitat Organization
JOB VACANCY ANNOUNCEMENT

Training Program Coordinator

Location: Remote (Southeast or Midwest US)

Application Deadline: Open Until Filled

Anticipated Start Date: May 2024

Overview:

Pheasants Forever and Quail Forever is a top employer of wildlife biologists across the country. With ever-growing opportunities within public and private land conservation, our biologist team will continue to grow. Ensuring new team members receive proper onboarding, training, and development is increasingly important to our organization and partners. We are seeking a motivated individual that has a passion for conservation, upland habitat, developing early career professionals, and an interest in building a program from the ground up that will have lasting effect on the next generation of conservation professionals across the country.

General responsibilities will include working with multidisciplinary teams to coordinate field training workshops for wildlife biologists, developing online curriculum for Pheasants Forever and Quail Forever's Habitat University, developing and updating internal onboarding materials, and recruitment into the Pheasants Forever and Quail Forever workforce. This position will work from home within the geographic areas of the southeast or midwestern United States. Occasional overnight travel (20-30 days/year) will be required to coordinate training, attend meetings, and travel to other relevant events. We anticipate annual travel demands will reduce once this position is fully integrated.

Primary Duties:

- Lead the development and delivery of online, self-paced courses (Habitat University) and focused curriculum that provide training, skills, and techniques to internal and partner biologists.
- Work collaboratively with Conservation Operation Team and partners to organize and host in-person training events (field trainings, multi-day bootcamps, etc.) targeting early career private lands biologists (internal and external).
- Support the recruitment, retention, and professional development of staff in collaboration with HR and the Delivery Team Leadership.
- Collaborate with team members to provide training plans and onboarding materials necessary for new wildlife biologists to be successful.
- Develop, expand, cultivate, and steward regional and national partnerships that support training for conservation technical staff.

- Coordinate with internal human resources staff, universities, and other program managers to recruit college graduates for wildlife conservation positions and internships.
- Grow financial support for the biologist training program, personnel, and training events through grants, foundations, and partnerships directly and through collaboration within the organization.

Required Knowledge, Skills, and Abilities:

- A passion for Pheasants Forever and Quail Forever’s mission.
- Practical experience and understanding of private lands habitat programs including USDA Farm Bill Conservation Programs (CRP, EQIP) and USFWS Partners Program.
- Experience in landscape-level, multi-state, and or national initiatives.
- Thorough understanding of the techniques and implementation of upland/grassland habitat establishment and management
- Ability to work independently and as part of a larger team to gather input and find solutions.
- Demonstrated leadership experience, specifically hiring, mentoring, and onboarding new wildlife biologists and conservation professionals.
- Demonstrated experience developing and supporting partnerships and programs, stewarding relationships, writing proposals, budget management, and reporting.
- Ability to lead and coach effectively.
- An energetic, well organized, and detail-oriented self-starter.
- Superb written and oral communication skills.
- Experience using Microsoft’s suite of programs (Word, Excel, PowerPoint, Dynamics 365).

Experience Guideline: A Bachelor of Science Degree in Wildlife Management or closely related natural resources field is required. Knowledge of USDA Farm Bill programs is preferred. The ideal candidate will exhibit a balance of technical knowledge and interpersonal skills. A successful applicant must have excellent communications skills, work well as a member of a team, solicit stakeholder input, and enjoy helping team members grow professionally.

Starting Salary: \$55,000 - \$60,000 (commensurate with experience and qualifications) + benefits (see our benefits summary at www.pheasantsforever.org/jobs).

To Apply: Please combine your *cover letter, resume and 3 references* into a SINGLE Microsoft Word document or PDF file before clicking on the blue APPLY button or upper right corner and uploading to the “Resume” section of your application. For a complete list of our job openings visit the recruitment website at: www.pheasantsforever.org/jobs. Incomplete applications will not be considered.

If you have questions about this position, contact: Jake Swafford, Private Lands Programs Manager at 573-881-1224

Pheasants Forever, Inc 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.