



If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

2 Habitat Partnership Specialists - Midwest & S.E.

United States

Regular Full-Time
Admin Support Worker
City negotiable, GA, US

6 days ago
Requisition ID: 2451

+1 More Locations

1 Attachments

Salary Range:
\$45,000.00 To 45,000.00 Annually

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

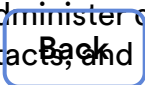
Anticipated Start Date: May 2024

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:

1. Develop, manage, and administer databases to track partnerships programs, financial summaries contacts, and program results.



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

Required skills and abilities:

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

Additional skills include:

1. Ability to work out of a home office. All office equipment required for the position is supplied.
2. Typing skills of 45 wpm or more.
3. Assist staff in planning state meetings, habitat workshops, legislative gatherings, and other meetings of importance to chapters and resource professionals.
4. Familiarity with the Internet and sending electronic communication.
5. Updating computer software packages.
6. 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.

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Starting Salary: \$45,000 + benefits (our benefit summary is attached to this job announcement (<http://www.quailforever.org/jobs>))

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 (<http://www.quailforever.org/jobs>)


Contact: Jessica McGuire, PhD, Quail Science and WLFW Frameworks Program Manager, (<mailto:JMcguire@quailforever.org>) 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.

Attachments (1)

 2024 Pheasants Forever Benefit Summary - Final.pdf

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