



PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB ANNOUNCEMENT



Education & Outreach Coordinator Michigan

Application Deadline: Open until filled

Location: This position will be based out of a home office in Southern Michigan. Exact location is negotiable. Significant time will be spent outside of the office hosting and coordinating habitat education, learn to shoot, and learn to hunt classes and events throughout Southern Michigan.

Anticipated Start Date: 10/1/2023

Overview: In cooperation with and support from the Michigan Department of Natural Resources (DNR), Pheasants Forever Inc. is seeking a talented individual to apply their skills to promote and deliver the Path to the Uplands initiative in Michigan. Specifically, the incumbent will work directly with DNR R3 (Recruit, Retain, Reactivate) staff and Pheasants Forever (PF) chapter volunteers to plan and implement educational events that introduce members of the public to our hunting heritage and habitat restoration efforts.

Primary Responsibilities:

- Work directly with (PF) chapters and volunteers to provide high quality learn to shoot and learn to hunt events for novice hunters.
- Annually plan and coordinate Michigan's Great Outdoor Youth Jamboree.
- Host Pheasant Fridays at Michigan State Parks during the summer camping season.
- Coordinate outreach trailers in the State of Michigan.
- Evaluate, improve, and grow Michigan's Shooting Sports Clinics for novice shooters.
- Develop and implement a volunteer training program that will provide basic instructor skills to volunteers engaged in mentored hunting programs and shooting sports.
- Track event attendance and public engagement to assess overall success of outreach efforts.
- Assist chapters in reporting outreach events and administering surveys to evaluate program effectiveness.
- Facilitate communication and coordination among conservation organizations and Michigan DNR to maximize attendance and leverage resources at events.
- Participate in fundraising activities.
- Manage MI Pheasants Forever's social media platforms to highlight statewide stories and accomplishments.

Required Knowledge Skills and Abilities:

- Applicant should demonstrate the ability to safely handle sporting firearms in target shooting and hunting scenarios. Advanced Hunter Education Certificate and shooting experience a plus. Candidate will be required to get shooting instructor certification.
- Ability to cooperate, motivate and work with volunteers and the public in a variety of settings.
- Demonstrated experience as a leader with strong initiative.
- Excellent oral and written communication, coordination, and organizational skills.
- Strong customer relations and interpersonal skills, ability to communicate effectively, and excellent attention to detail.
- Self-motivated and ability to work independently and with a diverse clientele.

- Ability to organize, develop, and implement educational and outreach activities, including workshops and seminars. Must be comfortable with public speaking.
- A strong passion for the outdoors and conservation.
- Demonstrated experience managing social media pages (Facebook, Instagram, etc.)
- Ability to travel frequently within Southern Michigan and occasionally travel outside the state to attend professional meetings/conferences.
- Experience driving with small to medium-sized trailers.
- Valid driver's license required; Use of personal vehicle required (mileage reimbursement provided); Home office required (Computer, printer, and general office supplies provided)

Education and Experience Guideline: Applicants for this position should possess a minimum of a bachelor's degree in Outdoor Education or a related field. An Advanced Hunter Education Certificate is a plus. A passion for outdoor recreation is highly desirable.

Salary: \$40,000 - 45,000, commensurate with qualifications and experience + benefits (see our benefits summary at www.pheasantsforever.org/jobs)

To Apply: Please combine your cover letter, resume and three (3) references as a single Word document or PDF file before uploading to the "Resume" area of your application on our recruitment website at www.pheasantsforever.org/jobs. **Only online applications will be accepted.**

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.