

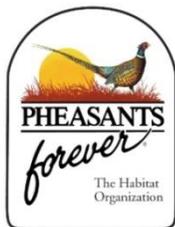
PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT

Habitat Project Specialist

Location: Fergus Falls, Minnesota



Application Deadline: February 20, 2023

Anticipated Start Date: March 2023

Organizational Profile:

We are seeking an individual with the talent, passion and desire to help promote and grow the Nation's leading upland wildlife habitat conservation organization. Pheasants Forever (PF) and Quail Forever (QF) have over 745 chapters, 140,000 members across the nation.

Duties:

- Identify, process, evaluate, and coordinate conservation easement acquisitions within the Fergus Fall Wetland Management District (WMD).
- Work with the PF State Coordinator, PF Restoration Manager and Fergus Falls WMD to develop, conduct, and manage restoration & enhancement projects that advance strategic goals.
- Support Realty functions associated with securing conservation easements.
- Coordinate day-to-day operations related to easement restoration projects, such as planning, design, permitting, installation and monitoring of contractor's projects.
- Assist in tracking budgets, preparing timely deliverables, and arranging staff and partner support for contract-funded habitat restoration and enhancement projects.
- Provide timely updates and reporting on progress.
- Perform other related duties as assigned.

Preferred Skills and Experience:

- Bachelor's degree in an environmental field such as wildlife biology, ecology, environmental restoration or natural resource management or
- 3-5 years' experience working in a related field such as restoration ecology or natural resource management, and a demonstrated understanding of the scientific method.
- Experience in wetland restoration including but not limited to surveying, restoration design, completing required permits, writing contracts and oversight of construction from start to finish.
- Broad understanding of wildlife ecology, wetland and grassland management including the ability to utilize various habitat management tools in the development of management plans.
- Computer, GIS, data analysis, and information management skills including the use of the MS Office suite.
- Excellent written/oral communication skills.
- Project management experience, including budget tracking and reporting, coordination of effective work teams, meetings, and partner engagement.
- Strong organizational and coordination skills, multi-tasking ability, and attention to detail.
- Ability to work independently with little supervision and with diverse clientele.
- Valid driver's license required; some use of personal vehicle required (mileage reimbursement provided)
- Experience and understanding of prairie reconstructions.

Salary: Dependent upon qualifications, plus benefits (see benefits summary on our website www.pheasantsforever.org/jobs).

To Apply: Please combine your cover letter, resume, and 3 references into ONE *Microsoft Word* document or *Adobe Acrobat* PDF file before uploading to the "Resume" area of your application on our Recruitment website at: www.pheasantsforever.org/jobs . If you have questions about this position, please contact Alex Nelson, Restoration Manager, with any questions: 320-292-6678, anelson@pheasantsforever.org .

Pheasants Forever 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.