



PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT

Habitat Partnership Specialist

Application Deadline: September 30, 2022

Anticipated Start Date: November 2022

Overview: This position will provide an opportunity to join a team working with innovative approaches and partnerships to benefit wildlife resources across Pennsylvania. This is a full-time position with benefits, set in an office environment with some fieldwork and telework. This position is employed by Pheasants Forever in partnership with the U.S. Fish and Wildlife Service (USFWS), located in the USFWS Pennsylvania Field Office in State College, PA. The position affords the opportunity to take on a wide array of responsibilities and duties with demonstrated skills and interest.

Primary Duties:

- Preparation of permits for habitat restoration projects utilizing various federal, state, and local web-based portals and/or direct communication with agencies to obtain required clearances.
- Develop and maintain relationships with program partners including federal, state, and local agencies, non-government organizations and grantor entities.
- Use AutoCAD and other software programs to assist in the design and execution of projects.
- Administer timecard and salary estimates for hourly employees, working with human resources personnel and the payroll system.
- Develop, manage, and administer databases (primarily Excel, Access, and Google Docs) to track partnership programs, financial summaries, and program results.
- Assist in the administration, data collection, preparation of reports, and information dissemination for associated grants and agreements. Provide detailed input for preparation of grant requests.
- Assist with pre- and post-construction habitat restoration field assessments.
- Provide administrative and logistical support for Partners for Fish and Wildlife and U.S. Fish and Wildlife Service field staff to support habitat restoration projects.
- Assist in development of promotional and educational materials including newsletters, monthly communications, posters, pamphlets, announcements, and magazine articles.

- Assist in community activities promoting conservation. Requires the ability to work with PowerPoint or its equivalent.
- Other duties as assigned.

Required skills and abilities:

- Ability to multi-task.
- Detail oriented, innovative and a resourceful self-starter that is able to work independently and on a team to accomplish desired goals and objectives.
- Excellent verbal and written communication skills.
- Ability to produce accurate reports and summaries.
- Experience with Microsoft software packages including Word, Excel, and Access.
- Ability to learn and work with software programs such as AutoCAD and environmental resource software programs.
- Driver's License Required.
- Willing to periodically travel overnight and work occasional long hours.

Education and Experience Preferred:

- College education preferred or relevant work experience.
- Training in biology, soils, hydrology, ecology, and/or natural resources preferred.
- Ability to do accounting work required.

Salary: \$38,000 /Yr + benefits (see benefits summary on our Careers page at www.pheasantsforever.org/jobs)

Application requirements: Please combine your cover letter, resume, and 3 references into a single Word document or PDF file before uploading to the resume section of your application on our recruitment website, www.pheasantsforever.org/jobs).

If you have questions about this position, contact: Adam Smith at 814-880-1832 or adam_smith@fws.gov

Pheasants Forever and 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.